

MEMORANDUM FOR: Chief, New Building Project Office, OL
 Chief, Budget and Fiscal Branch, OL
 Chief, Information & Management Support Staff, OL
 Chief, Personnel & Training Staff, OL
 Chief, Procurement Management Staff, OL
 Chief, Security Staff, OL
 Chief, Facilities Management Division, OL
 Chief, Printing & Photography Division, OL
 Chief, Procurement Division, OL
 Chief, Real Estate & Construction Division, OL
 Chief, Supply Division, OL

FROM: John M. Ray
 Director of Logistics

SUBJECT: OL Planning Conference, 7-8 October 1986

REFERENCE: D/L memo to OL Div/Staff Chiefs, 20 Aug 86, subj: "Action Plan 1986/88"

1. Our fall planning conference is scheduled for 7-8 October at the Sheraton-Fredericksburg Inn, Fredericksburg, VA, with participation by each of you, the DD/L, EO, AEO, OL Planning Officer, and myself.

2. The past few conferences have focused on new initiatives two years hence, MBOs for the new fiscal year, and other issues that affect OL's responsiveness and efficiency. Although those subjects are important, I plan to approach the upcoming conference differently.

3. As noted in the referent, I see our priorities over the next two years as these:

Critical: (1) logistics support [redacted]

[redacted] (2) career development/personnel management of OL employees (enhanced training, cross-training, rotational assignments, recognition, trainee and intern programs, panel/Board reviews/evaluations).

Essential: (1) security [redacted]

[redacted] (2) facilities construction/space management in the Headquarters area [redacted] the Headquarters Compound, etc.).

Important: (1) procurement changes (the Coopers & Lybrand study, FOCI), (2) P&PD expansion, (3) automation of logistics processes, (4) relationships with GSA, [redacted] and OL's internal and external audiences and (5) streamlining our activities to maximize use of our all-too-scarce resources.

S E C R E T

TABLE OF CONTENTS

OL PLANNING CONFERENCE
Sheraton-Fredericksburg
19-20 Mar 85

DATE		TAB
11 Jan 85	C/IMSS memo asking stfs/divs for topics (w/replies)	1
undtd	Info on Sheraton-Fredericksburg	2
15 Jan	C/IMSS memo requesting security approval, w/ OS response dtd 6 Feb	3
12 Feb	Form 2420	4
13 Feb	C/IMSS memo to D/L forwarding suggested topics	5
22 Feb	Form 88 for safe	6
28 Feb	C/IMSS routing sheet forwarding admin instr	7
6 Mar	Purchase Order	8
8 Mar	EO/OL memo forwarding agenda	9
13 Mar	Ltr fr Sheraton-Fr. w/"event order"	10
21 Mar	Accepted purchase order w/actual costs	11

** 1986 Spring Conference is scheduled for 25/26
March. Lee Room 4/5
Feb 10 Singles*

STAT

STAT

*needs 2420
beginning of
January.*
CD
Lois Freeland
~~*Debbie Hughes*~~ (703) 786-8321

Lois Freeland fl 11 & 12 Dec. Conf.

CHECKED BOX APPLIES <input checked="" type="checkbox"/>		ORDER FOR SUPPLIES OR SERVICES		RETURN COPY(IES) OF THIS QUOTE BY (THIS IS NOT AN ORDER. See Reverse Side.)		5	
1. CONTRACT/PURCH. ORDER NO. 85-D-780002-960		2. DELIVERY ORDER NO.		3. DATE OF ORDER 6 MAR 1985		4. REQUISITION/PURCH. REQUEST NO. SEE BELOW	
6. ISSUED BY: Procurement Division Washington, DC 20505 Telephone No.: 		7. ADMINISTERED BY: (If other than 6) CODE 		E. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR/QUOTER NAME AND ADDRESS Sheraton Fredericksburg Resort & Conference Center Fredericksburg, Virginia 22404		10. DELIVER TO FOB POINT BY: 20 March 1985		11. CHECK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
14. SHIP TO: CODE See Payment & Invoicing S-E-E B-E-L-O-W		15. PAYMENT WILL BE MADE BY: CODE Instructions Below		13. MAIL INVOICES TO: Reference Item 15 Below		MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER	
16. DELIVERY <input type="checkbox"/> PURCHASE <input checked="" type="checkbox"/> This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE							
18. ITEM NO. 19. SCHEDULE OF SUPPLIES/SERVICES 20. QUANTITY ORDERED/ACCEPTED * 21. UNIT 22. UNIT PRICE 23. AMOUNT							
SEE PAGE 2							
* If quantity accepted by the Government is same as quantity ordered, indicate by <input checked="" type="checkbox"/> mark. If different, enter actual quantity accepted below, quantity ordered and encircle.		24. UNITED STATES OF AMERICA BY: 		25. TOTAL \$1356.66		29. DIFFERENCES	
26. QUANTITY IN COLUMN 20 HAS BEEN: <input type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED <input checked="" type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED.		27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		28. D.O. VOUCHER NO.		30. INITIALS	
36. I certify this account is correct and proper for payment. DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER 		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED		40. TOTAL CONTAINERS	
41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.		43. CHECK NUMBER		35. BILL OF LADING NO.	
TO BE INSPECTED BY T and I <input type="checkbox"/> Other as Specified In Schedule <input type="checkbox"/>		PROCURED AS S. C. NNT <input checked="" type="checkbox"/> ZERO <input type="checkbox"/> ONE <input type="checkbox"/>		COMP NO. DEALERS NO. BIDS REC'D. AWARDED TO LOWEST BIDDER AS TO PRICE EXPENDITURE <input type="checkbox"/> YES <input type="checkbox"/> NO Statement Attached		METHOD OF PROCUREMENT	
MATERIAL PROC. ALLOT. NO. 5278-1010		FINANCIAL ANALYSIS NUMBER Same		PURSUANT TO SEC. 3(a) PL 81-110, 1949 AND APPLICABLE AGENCY REGULATION		PUBLIC EXIGENCY	
DOCUMENT CONTROL NUMBER 7800-85-0296		BUDGET REQ. OFFICE COPY TO OL/INSS		IMPRACTICAL TO SECURE COMPETITION		OTHER (Specify)	
NAME - ROOM - BUILDING		For STOCK: ALLOCATION NO.		For SHIPMENT: STATION NO.		SHOULD NOT BE PUBLICLY DISCLOSED	
NOT SUBJECT TO F.P.A. (Pay on basis of certification on) <input type="checkbox"/>		INVOICE BY AN APPROVING OFFICIAL (O/F forward to office shown above.)		RECEIVING REPORT BY AN APPROVING OFFICIAL W/O DEBIT VOUCHER NO.		OTHER (AS SPECIFIED IN SCHEDULE OR BELOW)	
FORM 3-84 1458 OBSOLETE PREVIOUS EDITIONS		Cost Savings \$		COTR: 		PI: FP	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

PAGE OF

85-D-780002-360

2

5

PAGES

NAME OF OFFEROR OR CONTRACTOR

Sheraton Fredericksburg

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
----------	-------------------	----------	------	------------	--------

REFERENCE: Debbie Hughes/703-786-8321

This confirms the action contemplated in the Contracting Officer's verbal notice to Lois Freeland on 15 February 1985.

DO NOT DUPLICATE

SCOPE OF WORK: The contractor shall provide their facilities for a planning conference on 19 and 20 March 1985.

LOCATION: The conference shall be give at Fredericksburg, VA.

Compensation/Reimbursement

The Contractor shall receive compensation/reimbursement for satisfactory performance of the assigned task/work in accordance with the following rate schedule:

Category	Rate	<i>11 attendees</i> Actual Cost
<u>Lodging:</u> Singles \$45 per night (12 people x \$45)	= \$540.00	\$495.00
<u>Meals:</u> \$43 per person (includes two lunches and breakfast in the Meadows dining room, w/dinner the first evening in Dauphine's dining room) (\$43 x 12 people + 15% gratuity)	= \$593.40	\$543.95
<u>Meeting Room:</u> Lee Conference Room, 19 & 20 March	H/C	
<u>Equipment:</u> Overhead projector and slide projector Easel and screen, flip chart stand, available at no charge.	= \$60.00	\$60.00
<u>Coffee service:</u> \$1.10 per person per break for coffee, tea, sanka & soda (x 12 people x 2 breaks) + 15% gratuity	= \$30.36	\$13.92
\$1.50 per person per break for coffee w/danish or doughnuts (x 12 people x 2 breaks) + 15% gratuity	= \$41.40	\$37.95
<u>Reception:</u> (Suite for 1 hour): 19 March 1985		
<u>Cash Bar:</u> House brands \$2.25 (incl. tax & grat.) Wine or beer \$1.50 (" " ") Special brands \$2.50 - \$3.00 (incl. " & ") Gratuity to bartender plus service charge	\$11.50	0
<u>Cost to change locks to conference room & public address system/Rusak room</u>	= \$20.00	\$80.00

Note:

Agreement with health club 1 mile away for complimentary use. Sheraton has available (weather permitting) 3 tennis courts, 18-hole PGA golf course, shuffleboard, and volleyball. Massaging available.

SPECIAL PROVISIONS AND ADVANCED UNDERSTANDINGS

A. It is mutually understood and agreed that the Government will

(EXCEPTION TO SF 36 APPROVED BY OIRM)

STANDARD FORM 36 (REV. 10-83)

PRESCRIBED BY GSA

FAR (48 CFR) 53.111

7. COTR COPY

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

65-D-780082-960

PAGE

3

NAME OF OFFEROR OR CONTRACTOR

Sheraton Fredericksburg

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
----------	-------------------	----------	------	------------	--------

not be responsible for the purchase of any alcoholic beverages under this purchase order.

B. In accordance with the Constitution of the United States and applicable Federal law, the U. S. Government is immune from taxation except in limited cases. Accordingly, no taxes should be charged or will be paid under this purchase order.

Full Contract Funding Allotment and Obligation (APR 1984)

In total support of the Government's obligation to provide considerations for the delivery of supplies and/or the performance of services as herein contracted, funding in the total amount of \$1356.66 has been appropriated/allotted and is hereby made available for payment(s) under the terms and conditions thereof. Except as may be specifically required by other provisions of the contract, the Government is not obligated to pay any amount in excess thereof, unless and until the Contracting Officer notifies the Contractor in writing that the current allotment/obligation has been increased and specifies an increased amount, which shall then constitute the total amount allotted by the Government to this contract. Such notification shall be provided in the form of an Amendment to this contract.

52.242-703

Authority and Designation of a
Contracting Officer's Technical
Representative (COTR) (D) (APR 1984)

A. Authority. Performance of this contract is subject to the administrative supervision and approval of the Contracting Officer or his designated representative (COTR). Unless specified elsewhere in this contract, the authority of a designated COTR is specifically limited to the technical administration of this contract and the inspection of supplies being produced, services being provided or work being performed to assess compliance with the scope, schedule, estimated cost (if Cost Reimbursement) and technical requirements of the contract.

B. Designation. The individual(s) identified below is/are authorized access to all information concerning this contract during the life of the contract unless this authorization is reassigned by an Administrative Change to the contract:

Name

Telephone No.

C. Notification. The Contracting Officer is the only representative of the Government authorized to negotiate, enter into, modify or take any other action with respect to contracts. Therefore, no other employee or representative of the Government has the authority to initiate a course of action which may alter the terms of this contract. All revisions to specifications, requirements or informal commitments which may involve a change in either the total cost/price, scope, delivery schedule or legal aspects of this contract must be accomplished by change order or supplemental agreement, to be negotiated and signed by the Contracting Officer. Should any action by Government personnel (other than the Contracting Officer) imply a commitment on the part of the

(EXCEPTION TO SF 36 APPROVED BY OIRM)

STANDARD FORM 36 (REV. 10-83)
PRESCRIBED BY GSA
FAR (48 CFR) 53.111.

7. COTR COPY

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONT

85-P-780002-960

NAME OF OFFEROR OR CONTRACTOR
Sheraton Fredericksburg

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE
----------	-------------------	----------	------	------------

Government which would effect the terms of this contract, the Contractor must notify the Contracting Officer and obtain approval prior to proceeding. Otherwise, the Contractor proceeds at his own risk.

Contractor's Representative

Debbie Hughes

783-786-8321

Exceptions to FAR clauses on Reverse Side

This order is not subject to the following Federal Acquisition Regulation (48 CFR Chapter 1) clause(s):

52.212-9 Variation in Quantity (Apr 64)

Security Requirements

Contractor agrees on behalf of himself and all subcontractors that he will assign only U.S. citizens to perform the services required. All persons granted access to premises, in connection with the performance of this Agreement will be subject to the Espionage or other Federal Laws relating to improper disclosure of classified information.

Security inspection and/or monitoring will be done by the Gov't of the conference room either before and/or during the conference.

Control of all keys to the conference room and public address system/Muzak room by the conference coordinators for the duration of the conference.

Cover the air vent on double doors to the conference room with heavy cloth, drape, metal or wood. Install an astragal strip centrally between the double door of the conference room to close opening.

Delivery of a safe to the conference room on 18 or 19 March and pick-up of safe on 20 March.

Pick-up & turn-in of room keys for all attendees by 1 of the OL Conference Coordinators

Payment and Invoicing Instructions

Invoices shall be mailed to the following payment office:

Chief, Commercial Claims Branch
Office of Finance
Washington, DC 20505

Payment will be made by the Government not later than 30 days from the date a proper invoice is received in the payment office, whichever is later. A proper invoice must include:

a. Name of the business concern and invoice date.

b. Contract number or other authorization for delivery of property or services.

(EXCEPTION TO SF 36 APPROVED BY OIRM)

STANDARD FORM 36 (REV. 10-83)
PRESCRIBED BY GSA
FAR (48 CFR) 53.111

7. COTR COPY

REFERENCE NO. OF DOCUMENT BEING C

SHEET

85-P-780007-960

CONTRACTOR

Fredericksburg

SUPPLIES/SERVICES

QUANTITY

UNIT

UNIT PRICE

c. Description, price, and quantity of property and services actually delivered or rendered.

d. Shipping and payment terms.

e. Name, where practicable, title, phone number, and complete mailing address of responsible official to whom payment is to be sent.

Notice of an apparent error, defect, or impropriety in an invoice shall be given to the contractor within 15 days of receipt of the invoice by the payment office. Inquiries regarding invoices can be made to

STAT



March 13, 1985

Sheraton-Fredericksburg Resort & Conference Center

SHERATON HOTELS, INNS, & RESORTS, WORLDWIDE
I-95 & VIRGINIA ROUTE 3, P.O. BOX 7047
FREDERICKSBURG, VIRGINIA 22404
703/786-8321

STAT



Dear Convener:

The staff of the Sheraton-Fredericksburg Resort and Conference Center welcomes the opportunity to serve you in connection with your forthcoming event. Certainly every effort will be made to assure its success.

We are enclosing an Event Order form(s) in duplicate so that you may review the pertinent details as we have recorded them. May we ask that after you have checked these details, sign and return the carbon copy to us, keeping the original for your records. Please note that you are required to give a guaranteed number of attendees for any coffee breaks 48 hours in advance of your meeting. Should you have any corrections, please contact me at 703-786-8321, x7118.

*48 hrs =
10:30, See, 3/17.*

We will consider your function as mutually confirmed as soon as we receive your signed copy of the enclosed form. If there are any questions, please do not hesitate to call us. We consider it a privilege to serve you.

Sincerely,

Lois Freeland
Group Sales Coordinator

STAT

Declassified in Part - Sanitized Copy Approved for Release 2013/03/04 : CIA-RDP89-00087R000200200001-7

EVENT ORDER		HOTEL	PREP. DATE	REF. NO.
FORM 28-02 10M-102		CATERING DEPARTMENT		28
POST AS MM MM DO NOT POST		DAY Wednesday		DATE March 20, 1985
DESCRIPTION		BAR TIME		MEAL TIME
MEETING		EXPECTED 11		GUARANTEED
BILL TO		ROOM(S)		
PO 85D 78002-960		Lee Room		
REPRESENTATIVE		ADDRESS		PHONE
ARRANGEMENTS		FOOD AND BEVERAGES		
BAR		BEVERAGE AND FOOD		
BEVERAGES		10:a.m. Coffee, tea, x sanka, assorted danish.		
SNACKS		2:30 pm: Coffee, tea sanka, assorted xxx x soft drinks.		
HORS D'OEUVRES				
10 a.m. pp 1.50				
pp 2:30 p.m. 1.10				
BARTENDERS				
SERVICE (%) .15				
TAX (%) exempt				
TOTAL				
MEAL		FOOD		
PER COVER		8-9a.m.: Breakfast - Meadows Restaurant		
		12N: - Lunch - Meadows Restaurant. Full American Plan		
		- Reserve back section of Meadows. Alcoholic beverages not included in plan add 15%, tax exempt.		
		Collect tickets		
FLOWERS				
WAITERS				
SERVICE (%)				
TAX (%)				
TOTAL				
MEETING, ETC.				
MUSIC				
EQUIPMENT overhead x15.				
35 mm 15.				
TOTAL				
OTHER		ROOM SET-UP 8:30a.m.-5p.m. U-Shape for 12pp. (1) Flip		
RENTAL		Chart easel only. Overhead projector, 35mm, screen, and house phone. Water. glasses, ashtrays on tables. Cover vents to double doors.		
SERVICE (%)		Professional lock and key will recharge locks on xxx Thursday, am!		
TAX (%)				
TOTAL				
AGREED.		SPECIAL INSTRUCTIONS		
REPRESENTATIVE		No service personnel are to enter room. Breaks are to be delivered to door on a cart. They will set inside room and roll out.		
<i>Ken Freeman</i>				
CATERING MGR.				

GUEST COPY

8 March 1985

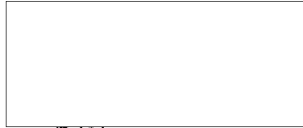
MEMORANDUM FOR: Chief, Headquarters Operations, Maintenance, and
Engineering Division, OL
Chief, New Building Project Office, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Management Staff, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

FROM: John M. Ray
Executive Officer, OL

SUBJECT: OL Meeting - 19/20 March 1985

1. Forwarded herewith is a copy of the agenda for the forthcoming meeting which will be held at the Sheraton - Fredericksburg Resort and Conference Center on 19/20 March. (Administrative information was forwarded to you on 28 February.)
2. Please note that this session is not similar to the annual planning conference. Aside from one discussion led by the DC/IMSS, the only participants will be Division Chiefs, plus the D/OL, DD/OL, and EO/OL. Unlike the planning conference, where products such as MBO's, New Initiatives, and other essential objectives must be attained, this session is intended to foster as much communication as possible. Toward that end, there will be no official transcript of the meetings. Also, please be aware that the schedule is a very flexible one and merely represents some of the general topics which we would like to discuss. The items within those topics can certainly be curtailed or expanded depending on your interest.
3. If you need any additional information regarding the conference, please give me a call.

STAT


John M. Ray

Attachments:
As stated

cc: DC/IMSS

OL MEETING19 MARCH 1985

0830 - 0900	Arrival/Check in	
0900 - 0910	Opening Remarks	D/OL
0910 - 0930	OL Resources (Info Only)	EO/OL
0930 - 1030	Integrated Logistics Support Plan (Info Only)	C/NBPO
1030 - 1045	Coffee Break	
1045 - 1200	LIMS (Discussion)	DC/IMSS
1200 - 1300	Lunch	
1300 - 1430	Office Objectives/Priorities (Discussion)	EO/OL
1430 - 1445	Coffee Break	
1445 - 1700	Career Management (Discussion)	DD/L
1700 - 1800	Cocktails	
1800 - 1900	Dinner	
1900 -	Succession Planning (Discussion)	D/OL

20 MARCH 1985

0800 - 0900	Breakfast	
0900 - 1000	Configuration Management Allied, Dicon, etc. (Info Only)	C/HOME
1000 - 1015	Coffee Break	
1015 - 1230	Office Management (Discussion)	D/OL
1230 -	Lunch and Depart	

See Attachment for some suggested items for General Discussion topics.

Some Suggested Items For Discussion Topics

1. LIMS:
 - Why do we need it
 - When do we need it
 - Status of existing systems
 - Where are we today
 - What changes are in store
 - Is OL ready for the changes; customers
 - What do we get with BOC
 - If not BAH, then who; off-the-shelf?
 - Level of resources being expended - need more; need less; experience factor involvement
 - Future direction
2. Office Objectives:
 - Who sets them; who should?
 - What should be our "must have" goals; important, nice-to-have
 - Office goals vs. Division goals -- do we have objectives that apply to the Office as a whole
 - When the budget crunch comes, what goes first
 -
 - Contracting out - move or less, consequences
3. OL Career Management:
 - How well are we doing by our people
 - Assignment process
 - Career development/professionalization; secretaries/clericals, WB's
 - Promotions/Awards
 - Multi-discipline approach
 - Shortage of middle-level managers
 - Rotational assignments
 - Are we getting what we need from EOD's
 - Training programs - more, less, effective
4. Office Management:
 - Communications to D/OL, DDA; downward; laterally
 - Handling of requirements
 - How are decisions being made
 - More effective ways to exchange info
 - Are we properly organized for the 80's and 90's
 - State of relationships with Agency customers - are we indeed service/support oriented or are we in the cocoon stage
 - State of relationships within the DDA; any weak areas
 - Relationships with other Government Agencies - good, bad, useless
 - Command and control

STAT



CHECKED BOX APPLIES		<input checked="" type="checkbox"/> LD/rf ORDER FOR SUPPLIES OR SERVICES		<input type="checkbox"/> REQUEST FOR QUOTATIONS NO.		PAGE 1 OF 5	
1. CONTRACT/PURCH. ORDER NO.		2. DELIVERY ORDER NO.		3. DATE OF ORDER		4. REQUISITION/PURCH. REQUEST NO.	
85-D-780002-960				6 MAR 1985		SEE BELOW	
6. ISSUED BY		CODE		7. ADMINISTERED BY: (If date, then R)		8. DELIVERY FOB	
Procurement Division Washington, DC 20505 Telephone No.: 703-281-8268						<input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR/QUOTER		CODE		FACILITY CODE		10. DELIVER TO FOB POINT BY:	
NAME AND ADDRESS Sheraton Fredericksburg Resort & Conference Center Fredericksburg, Virginia 22404		06448				20 March 1985	
						11. CHECK IF BUSINESS IS	
						<input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
14. SHIP TO:		CODE		15. PAYMENT WILL BE MADE BY:		CODE	
See Payment & Invoicing S-E-E B-E-L-O-W				Reference Item 15 Below			
16. DELIVERY		This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.					
PURCHASE		<input checked="" type="checkbox"/> GENERAL PROVISIONS OF PURCHASE ORDER ON REVERSE SIDE APPLY UNLESS OTHERWISE MODIFIED IN THE SCHEDULE.					
		<input type="checkbox"/> SUPPLIER SHALL SIGN "ACCEPTANCE" ON REVERSE SIDE AND RETURN COPIES					
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE							
18. ITEM NO.							
19. SCHEDULE OF SUPPLIES/SERVICES							
20. QUANTITY ORDERED/ACCEPTED *							
21. UNIT							
22. UNIT PRICE							
23. AMOUNT							
SEE PAGE 2							
24. UNITED STATES OF AMERICA							
BY: CONTRACTING/ORDERING OFFICER							
25. TOTAL \$1356.66							
26. QUANTITY IN COLUMN 20 HAS BEEN:							
<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED							
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
36. I certify this account is correct and proper for payment.							
DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER							
37. RECEIVED AT							
38. RECEIVED BY							
39. DATE RECEIVED							
40. TOTAL CONTAINERS							
41. S/R ACCOUNT NUMBER							
42. S/R VOUCHER NO.							

FORM 145B OBSOLETE PREVIOUS EDITIONS
3-84

1. ORIGINAL INVOICE

T and I		Other as Specified In Schedule		NNT		X ZERO		ONE		COMP		NO. DEALERS		NO. BIDS REC'D		AWARDED TO LOWEST BIDDER AS TO PRICE EXPENDITURE	
MATERIAL PROC. ALLOT. NO.		FINANCIAL ANALYSIS NUMBER		Same		Pursuant to SEC. 3(a) PL 81-110, 1949 AND APPLICABLE AGENCY REGULATION		METHOD OF PROCUREMENT		YES		NO		Statement Attached			
DOCUMENT CONTROL NUMBER		BUDGET REQ. OFFICE COPY TO		OL/IMSS		PUBLIC EXIGENCY		IMPRactical TO SECURE COMPETITION		SHOULD NOT BE PUBLICLY DISCLOSED		OTHER (Specify)		AIR		SEA	
NAME - ROOM - BUILDING		For STOCK: ALLOCATION NO.		For SHIPMENT: STATION NO.		VIA		POUCH		OTHER (Specify)		NOT SUBJECT TO F.P.A. (Pay on basis of certification on)		INVOICE BY AN APPROVING OFFICIAL (O/F forward to office shown above)		RECEIVING REPORT BY AN APPROVING OFFICIAL W/O DEBIT VOUCHER NO.	
R E D E L																	

Cost Savings \$ COTR:

PI: FP

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	85-D-780002-960	2	5 PAGES

NAME OF OFFEROR OR CONTRACTOR

Sheraton Fredericksburg

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
----------	-------------------	----------	------	------------	--------

REFERENCE: Debbie Hughes/703-786-8321

This confirms the action contemplated in the Contracting Officer's verbal notice to Lois Freeland on 15 February 1985.

DO NOT DUPLICATE

SCOPE OF WORK: The contractor shall provide their facilities for a planning conference on 19 and 20 March 1985.

LOCATION: The conference shall be give at Fredericksburg, VA.

Compensation/Reimbursement

The Contractor shall receive compensation/reimbursement for satisfactory performance of the assigned task/work in accordance with the following rate schedule:

<u>Category</u>	<u>Rate</u>
<u>Lodging:</u> Singles \$45 per night (12 people x \$45)	= \$540.00
<u>Meals:</u> \$43 per person (includes two lunches and breakfast in the Meadows dining room, w/dinner the first evening in Dauphine's dining room) (\$43 x 12 people + 15% gratuity)	= \$593.40
<u>Meeting Room:</u> Lee Conference Room, 19 & 20 March	N/C
<u>Equipment:</u> Overhead projector and slide projector Easel and screen, flip chart stand, available at no charge.	= \$60.00
<u>Coffee service:</u> \$1.10 per person per break for coffee, tea, sanka & soda (x 12 people x 2 breaks) + 15% gratuity	= \$30.36
\$1.50 per person per break for coffee w/danish or doughnuts (x 12 people x 2 breaks) + 15% gratuity	= \$41.40
<u>Reception:</u> (Suite for 1 hour): 19 March 1985	
<u>Cash Bar:</u> House brands \$2.25 (incl. tax & grat.) Wine or beer \$1.50 (" ") Special brands \$2.50 - \$3.00 (incl. " & ") Gratuity to bartender plus service charge	\$11.50
<u>Cost to change locks</u> to conference room & public address system/Muzak room	= \$80.00

Note:

Agreement with health club 1 mile away for complimentary use. Sheraton has available (weather permitting) 3 tennis courts, 18-hole PGA golf course, shuffleboard, and volleyball. Massaging available.

SPECIAL PROVISIONS AND ADVANCED UNDERSTANDINGS

A. It is mutually understood and agreed that the Government will



CONTINUATION SHEET		REFERENCE NO. OF DOCUMENT BEING CONTINUED		PAGE	OF
		85-D-780002-960		3	5 PAGES
NAME OF OFFEROR OR CONTRACTOR					
Sheraton Fredericksburg					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT

not be responsible for the purchase of any alcoholic beverages under this purchase order.

B. In accordance with the Constitution of the United States and applicable Federal law, the U. S. Government is immune from taxation except in limited cases. Accordingly, no taxes should be charged or will be paid under this purchase order.

Full Contract Funding Allotment and Obligation (APR 1984)

In total support of the Government's obligation to provide considerations for the delivery of supplies and/or the performance of services as herein contracted, funding in the total amount of \$1356.66 has been appropriated/allotted and is hereby made available for payment(s) under the terms and conditions therefor. Except as may be specifically required by other provisions of the contract, the Government is not obligated to pay any amount in excess thereof, unless and until the Contracting Officer notifies the Contractor in writing that the current allotment/obligation has been increased and specifies an increased amount, which shall then constitute the total amount allotted by the Government to this contract. Such notification shall be provided in the form of an Amendment to this contract.

52.242-703 Authority and Designation of a Contracting Officer's Technical Representative (COTR) (D) (APR 1984)

A. Authority. Performance of this contract is subject to the administrative supervision and approval of the Contracting Officer or his designated representative (COTR). Unless specified elsewhere in this contract, the authority of a designated COTR is specifically limited to the technical administration of this contract and the inspection of supplies being produced, services being provided or work being performed to assess compliance with the scope, schedule, estimated cost (if Cost Reimbursement) and technical requirements of the contract.

B. Designation. The individual(s) identified below is/are authorized access to all information concerning this contract during the life of the contract unless this authorization is reassigned by an Administrative Change to the contract:

Name

Telephone No.

C. Notification. The Contracting Officer is the only representative of the Government authorized to negotiate, enter into, modify or take any other action with respect to contracts. Therefore, no other employee or representative of the Government has the authority to initiate a course of action which may alter the terms of this contract. All revisions to specifications, requirements or informal commitments which may involve a change in either the total cost/price, scope, delivery schedule or legal aspects of this contract must be accomplished by change order or supplemental agreement, to be negotiated and signed by the Contracting Officer. Should any action by Government personnel (other than the Contracting Officer) imply a commitment on the part of the

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	85-D-780002-960	4	5

NAME OF OFFEROR OR CONTRACTOR
Sheraton Fredericksburg

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
----------	-------------------	----------	------	------------	--------

Government which would effect the terms of this contract, the Contractor must notify the Contracting Officer and obtain approval prior to proceeding. Otherwise, the Contractor proceeds at his own risk.

Contractor's Representative

Debbie Hughes
703-786-8321

Exceptions to FAR clauses on Reverse Side

This order is not subject to the following Federal Acquisition Regulation (48 CFR Chapter 1) clause(s):

52.212-9 Variation in Quantity (Apr 84)

Security Requirements

Contractor agrees on behalf of himself and all subcontractors that he will assign only U.S. citizens to perform the services required. All persons granted access to premises, in connection with the performance of this Agreement will be subject to the Espionage or other Federal Laws relating to improper disclosure of classified information.

Security inspection and/or monitoring will be done by the Gov't of the conference room either before and/or during the conference.

Control of all keys to the conference room and public address system/Muzak room by the conference coordinators for the duration of the conference.

Cover the air vent on double doors to the conference room with heavy cloth, drape, metal or wood. Install an astragal strip centrally between the double door of the conference room to close opening.

Delivery of a safe to the conference room on 18 or 19 March and pick-up of safe on 20 March.

Pick-up & turn-in of room keys for all attendees by 1 of the OL Conference Coordinators

Payment and Invoicing Instructions

Invoices shall be mailed to the following payment office:

Chief, Commercial Claims Branch
Office of Finance
Washington, DC 20505

Payment will be made by the Government not later than 30 days from the date a proper invoice is received in the payment office, whichever is later. A proper invoice must include:

- a. Name of the business concern and invoice date.
- b. Contract number or other authorization for delivery of property or services.

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	85-D-780002-960	5	5 PAGES

NAME OF OFFEROR OR CONTRACTOR

Sheraton Fredericksburg

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
----------	-------------------	----------	------	------------	--------

c. Description, price, and quantity of property and services actually delivered or rendered.

d. Shipping and payment terms.

e. Name, where practicable, title, phone number, and complete mailing address of responsible official to whom payment is to be sent.

Notice of an apparent error, defect, or impropriety in an invoice shall be given to the contractor within 15 days of receipt of the invoice by the payment office. Inquiries regarding invoices can be made to

STAT



ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Office of Logistics Planning Conference

FROM:
Planning Officer
IMSS/OL

EXTENSION

NO.

DATE

28 February 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/L

2. DD/L

3. EO/L

4. AEO/L

5. C/HOME/OL
3E14 Hqs

6. C/CPD/OL

7. C/SD/OL

8. C/RECD/OL

9. C/P&PD/OL
158 P&P Bldg

10. C/IMSS/OL

11. C/B&FB/OL

12. C/SS/OL

13. C/PMS/OL

14. C/P&TS/OL

15. C/NBPO/OL
73E40 Hqs

Attached for your information and planning are Administrative Instructions for the OL Planning Conference.

An agenda for the Conference will be published in the near future.

Questions or comments concerning the Conference should be directed to one of the conference coordinators,

FORM 1-79 610 USE PREVIOUS EDITIONS

GPO : 1983 O - 411-632

16.

STAT

ADMINISTRATIVE INSTRUCTIONS
for the
OFFICE OF LOGISTICS PLANNING CONFERENCE
Sheraton-Fredericksburg Resort & Conference Center
Fredericksburg, VA
19-20 March 1985

1. ATTENDEES.

Participants at the conference are the D/L, DD/L, EO, AEO, staff/division chiefs, and the Chief, [REDACTED]

STAT

[REDACTED] of the Information & Management Support Staff, [REDACTED] are conference coordinators.

STAT
STAT

2. TRAVEL, LOCATION, AND ARRIVAL TIME.

Travel to Fredericksburg will be by POV, and carpooling is encouraged. Those who plan to drive should obtain domestic travel orders before departure.

STAT

The parking areas near the entrances marked ⑤ or ⑥ on the attached floor plan are convenient to both our conference room and reserved guest rooms.

All conference sessions will be held in the Lee Room on the lower level (see floor plan).

Please plan to arrive between 0830 and 0900 so that you can take care of any administrative details and receive room assignments. The conference will begin about 0930.

3. ROOMS AND REGISTRATION.

Single rooms have been reserved for all attendees.

The conference coordinators will pick up individual room keys for all attendees from the Front Desk on the morning of 19 Mar, make room assignments, and return all keys at the conference's conclusion on 20 Mar. It will not be necessary for attendees to report to the Front Desk for check-in. Please be sure to turn in your key to one of the conference coordinators before you leave on the 20th. The conference coordinators will register for you by first name only.

Admin Instructions (cont'd)

4. MEALS. All meals will be in a separate area in The Meadows (the smaller of the Sheraton's two dining rooms), except for dinner on the 19th, which will be in one of the "silo" rooms in Dauphine's. Although no dress code is specified and casual dress is acceptable for both dining rooms, the Sheraton prefers no jeans. Please sign for meals by your room number.

5. COFFEE BREAKS. Morning (coffee, danish or doughnut) and afternoon (coffee, tea, sodas) breaks are restricted to the Lee Room, per Office of Security (OS) requirements.

6. SOCIAL AND RECREATIONAL ACTIVITIES.

Shannon's, the Sheraton lounge, is open daily from 1100 to 0100 and features live entertainment nightly beginning at ~~0900~~ 2100. The hotel management asks that jeans not be worn in the lounge after the entertainment begins.

Athletic facilities available on the Sheraton grounds during March include 3 tennis courts, shuffleboard and volleyball courts, and an 18-hole PGA golf course. Also, the Sheraton has an agreement with a nearby health club for complimentary use by Sheraton guests. The health club, The Spa, offers nautilus type exercise equipment, whirlpool, sauna, heated pool, and jacuzzi. It is located about one mile west of the hotel on Rt. 3 and is open from 0900 to 2100.

A shopping center directly across from the Sheraton on Rt. 3 contains a Penney's, Leggetts, Sears, and Montgomery Ward. Also located in the immediate vicinity are a McDonald's, Morrison's cafeteria, and several gas stations.

7. TELEPHONES MESSAGES AND MAIL.

Public telephones are located in the main lobby near the Front Desk and in Lobby 2 on the top level above the Lee Room. Outgoing official calls may be placed on your room bill or made collect. We recommend the latter for ease of contract payment. Outgoing personal calls are your own responsibility.

For incoming official calls, the Sheraton's number from Agency telephones is 7-480-703-786-8321. Incoming official messages should be left in the name of one of the conference coordinators for the first name and/or title of the attendee. Example: Message to for Tony or C/IMSS.

A house phone will be available in the Lee Room for calls within the resort/conference-center complex.

Admin Instructions (cont'd)

Routine incoming messages will be held at the Front Desk and picked up by the conference coordinators during morning and afternoon breaks and during the lunch and dinner periods. Emergency messages received during conference hours will be delivered directly to the conference coordinators in the Lee Room. Those received after conference hours will be directed to attendees (by first name only) in their hotel rooms.

Outgoing mail is picked up at the Front Desk between 1000 and 1100 daily.

8. COPYING FACILITIES. Limited copying is available at the Sheraton at \$.20 per page. It is recommended that you bring adequate copies of handouts or other materials you expect to use in your presentations.

9. DELIVERY AND STORAGE OF CLASSIFIED DOCUMENTS. A two-drawer Agency safe will be provided in the Lee Room for storage of classified documents. If you choose to have classified documents delivered to the conference, please get them to the conference coordinators by COB, 15 Mar.

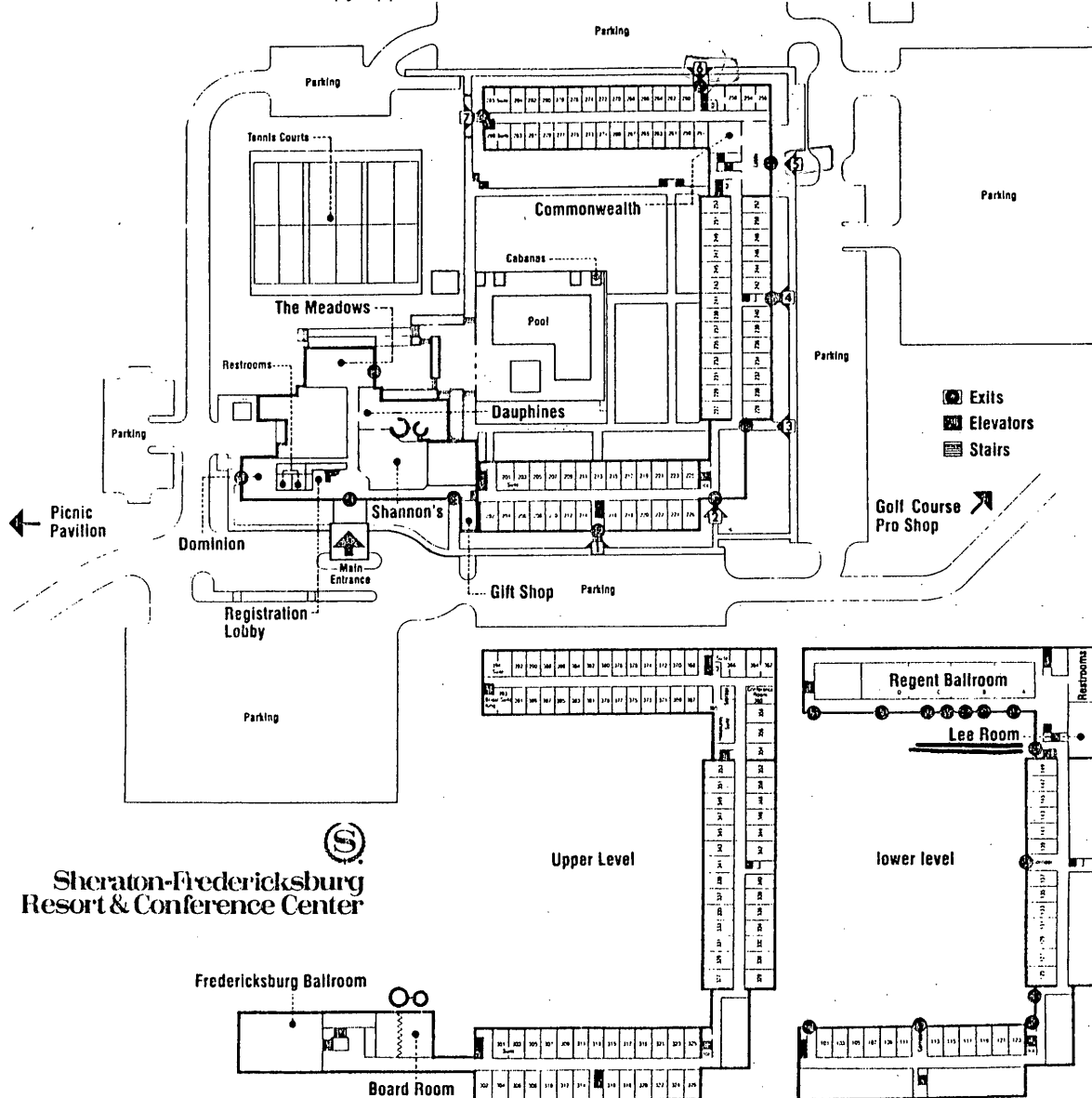
10. SECURITY.

Although the conference site has been surveyed by OS and approved to hold a classified conference, we are reminded that we will be operating in a hostile environment and should limit classified discussions and documents to the Lee Room during the conduct of the conference.

All classified documents will be stored in a safe in the Lee Room for which the conference coordinators will maintain control at all times. The conference coordinators will also maintain control of access to the conference room and public-address room during the conference.

A security briefing will be given at the beginning of the conference, and an inspection of the conference room will be made by OS during the conference.

11. CONFERENCE EQUIPMENT AND SUPPLIES. An overhead projector, slide projector, easel w/flip chart, pens, and paper will be provided.



6

NAME OF CONTACT OFFICER		OFFICE OL/IMSS	SIGNATURE OF TECHNICAL OFFICER	
REMARKS: 1 day: * To be issued on a loan basis. Safe to be delivered to the above contact persons at consignee location between 0800-0900, 19 Mar, and picked up between 1500-1600, 20 Mar.		BUDGET CERTIFICATION: I CERTIFY THAT PRA AND/OR FUNDS ARE AVAILABLE. CHARGE FAN INDICATED IN BLOCK ASTERISKED (*) BELOW		DATE 2/22

REQUISITION FOR MATERIEL AND/OR SERVICES		REQ'N. DATE 2/21/85	DOCUMENT CONTROL NUMBER 6801-85052-062		PROCUREMENT INSTRUMENT NO.	
MATERIEL PROC. ALLOT. NO.		REQUIRED DATE AT DESTINATION NLT 0900, 19 Mar 85		DATE PROC. ITEMS REQUIRED IN DEPOT	DATE STOCK ITEMS REQUIRED IN TRANSPORTATION	TYPE II FPA OTHER: ACCOUNTABILITY TO BE ASSUMED BY STATION
* FINANCIAL ANALYSIS NUMBER 5278-1010		CONSIGNEE * See 88-FIRM Sheraton-Fredericksburg Resort & Conf. Cen. Rt. 3 (take Exit 45B from I-95 South) Fredericksburg, VA (Lee Conference Room)		REFERENCE RECOMMENDED METHOD OF SHIPMENT (TRUCK, RAIL, SHIP, PLANE, OR POSTAL) Truck		RECOMMENDED CHANNEL FOR SHIPMENT (COMMERCIAL, MILITARY, OTHER)
MARKING INSTRUCTIONS				PACKING INSTRUCTIONS		

SOURCE		EDIT		ICS INPUT		REMARKS
PROC.	STOCK	INITIAL	DATE	INITIAL	DATE	
	903	rk	2/22			22 Feb 85 Copy of memo from Deputy Dir of Security, PTAS, dtd 6 Feb 85, is attached.

ITEM NO.	STOCK NO.	EXP.	NOMENCLATURE	SC	PRCING AND EDITING DATA			
6E 1	1-1 7110010128744		Filing cabinet, Mosler Class 6, 2-door, w/combination lock	1	QUANTITY 1	UNIT ea	UNIT PRICE \$770.00	EXTENSION N/C
					RELEASED 1	ACTION ✓	S-A-C 1-91A	LOCATION 903
	"M"				QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION

contact:
Ed Sullivan!
safe shop!
tel: #4947
ill: 3174

FEB 22 8 45 AM '85

SECRET

CONFIDENTIAL

UNCLASSIFIED

Declassified in Part - Sanitized Copy Approved for Release 2013/03/04 : CIA-RDP89-00087R000200200001-7

REQUISITION FOR MATERIEL AND/OR SERVICES					REQUISITION NO.			
OR PROC. OBLIGATE ALLOTMENT NO.		CHARGE COST CENTER NO.		VOUCHER NO.		VOUCHER DATE		
DCN NO.	STOCK NO.	EXP	NOMENCLATURE	SC	PRICING AND EDITING DATA			
			(1) The loan period commences with the date that requisition is received by Logistics or, in the case of back orders, the date of back order release. Suspense date of this voucher is <u>31 Mar 1985</u> .		QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
			(2) As stated in SDI 45-7, the loanee will be notified in writing of the impending expiration date of the loan at least ten days in advance of such date.		QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
			(3) If the materiel on loan is required beyond the approved date, a request for extension must be justified in writing.		QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
			(4) If materiel is required permanently, an amended requisition must be submitted citing current fiscal year property requisitioning authority. Route the requisition to Supply Division: SMB/AS		QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
			(5) If materiel is no longer required it will be returned to stock on PTI (Form 1707). Route turn in document to Supply Division: SMB/AS.		QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
			(6) When returning materiel from on-loan, use the same DCN that materiel was issued against.		QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION

FORM 88a USE PREVIOUS EDITIONS ☐ SECRET☐ CONFIDENTIAL☐ UNCLASSIFIED

(38)

FG. 10-68

Declassified in Part - Sanitized Copy Approved for Release 2013/03/04 : CIA-RDP89-00087R000200200001-7

5

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Suggested Topics for OE Planning Conference, Fredericksburg, VA, 19-20 March 1985

FROM:

Chief, IMSS/OL

EXTENSION

NO.

OL 4024 85

DATE

12 February 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AEO/OL
DD/L

2/13

2.

D/L

3.

18/2

4.

ED/OL.

5.

C/IMSS/OL

- Thanks

6.

7.

8.

9.

10.

11.

12.

13.

14.

Get message of OL to its constituents

15.

1-2/3 Lets

discuss next week -

Frankie: pls set up session for D/L, DD/L and me to discuss agenda

- ① What are our priorities?
- ② Future of LHM and PC's.

- ③ Office communications
- ④ Handling of personnel - mechanics of assignments, promotions, awards, etc.

- ⑤ Where are we going as an office?

- ⑥ Hgt of the office.

Phone return —

2:30 on 22 Feb

SECRET

13 FEB 1985

MEMORANDUM FOR: Director of Logistics

FROM: [REDACTED]

Chief, Information and Management Support
Staff, OLSUBJECT: Suggested Topics for Office of Logistics (OL)
Planning Conference, Fredericksburg, VA,
19-20 March 1985 [REDACTED]

1. As a first step toward preparing an agenda for subject conference, we asked the OL staffs and divisions to suggest topics that they felt should be discussed. In the past, these conferences have offered an open forum to discuss problems confronting OL, as well as to assess our past responsiveness and efficiency and our potential for future improvements. The suggestions received adhere to past guidelines and are at Attachment A. [REDACTED]

2. As the new Director of Logistics, you may desire an alternate approach to the conference. One of the staff chiefs mentioned that a more beneficial approach might be for each staff/division chief to describe projects underway and to hold a round-table discussion as to whether they can/should be stopped, continued, or modified. It would be helpful to know your priorities and preferences for molding the Office of Logistics. A key example mentioned is LIMS: Will it continue? Will the procurement module move up? Are you willing to continue to devote the resources to it as in the past? [REDACTED]

3. Please let us know your preferences concerning the proposed topics. We then will be able to firm up and distribute an agenda and make other administrative plans. [REDACTED] are available to meet with you for further discussion at your convenience. A Form 2420, Request for Procurement Services, is enroute to Procurement Division for preparation of a contract with the Sheraton-Fredericksburg for final conference arrangements. [REDACTED]

Memo is Confidential When
Separated from Attachments

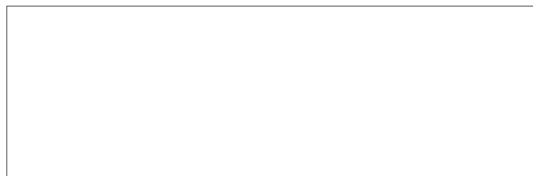
OL 4024-85



SECRET

SUBJECT: Suggested Topics for Office of Logistics (OL) Planning
Conference, Fredericksburg, VA, 19-20 March 1985

25X1 4. We have attached (Attachment B) the agenda and
25X1 discussion summary from the last OL Planning Conference (Oct 84)
for your information. Another OL Planning Conference is
scheduled to be held [] in October 1985. []



Attachments

attachment B w/d, 6/27/85.
see separate file on OL Plan. Conf
at Ailes, 10-11 Oct 84
EF

ITEMS FOR DISCUSSION - PLANNING CONFERENCE

1. What are our priorities?
2. Future of LIMS and PC's.
3. Office Communications.
4. Handling of Personnel - mechanics of assignments, promotions, awards, etc.
5. Where are we going as an Office.
6. Management of the Office.

SECRET

SUGGESTED TOPICS FOR DISCUSSION
AT OL PLANNING CONFERENCE
Sheraton-Fredericksburg Inn & Conference Center
Fredericksburg, VA
19-20 March 1985

PD

Competition-in-Contracting Act: The most significant procurement legislation since 1947

RECD

Compartmentation: Is the CIA a victim of its own tradecraft?

P&PD

Productivity measurement: Setting standards for P&PD production operations

PMS

CIA procurement reorganization

✓ CIA contract-officer profile

Study of procurement system by outside contractor

IMSS

LIMS update: What, where, and when. What changes will LIMS face? How will it tie to the organization or vice versa? When is BOC? When will users be involved?

NBPO

Integrated Logistics Support Plan (ILSP) (in conjunction with HOME Div; RECD & P&PD also involved)

Furniture (Note: Several types are on display in NBPO)

SD

Bar coding: Future of bar coding in OL and how it will impact on our ability to respond to customer requirements

Shortage of "qualified" middle-grade managers: The potential crisis brewing

Possible changes in the Civil Service and CIARDS retirement systems: Assessment of impact on OL

Logistics involvement in project planning: Professional logistical guidance during the early stages of project planning is insurance against

SECRET

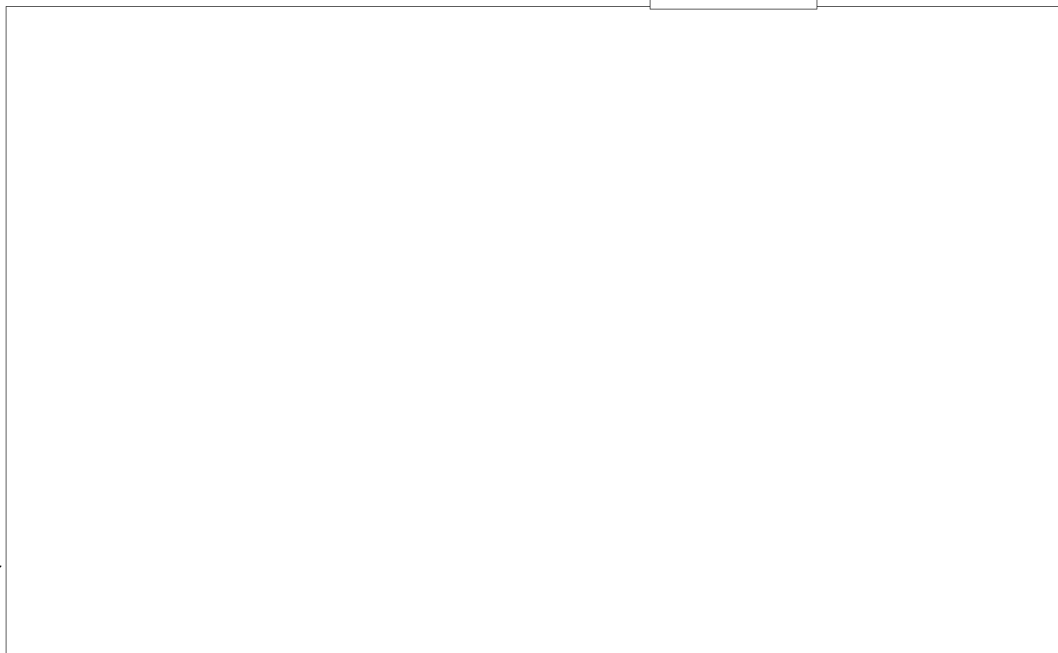
SECRET

SUGGESTED TOPICS FOR DISCUSSION AT OL PLANNING CONFERENCE,
19-20 March 1985 (cont'd)

logistical pitfalls later on in the project. How
can we best ensure that OL is represented in the
initial planning stages of all major new projects
involving logistical support?

25X1

25X1



HOME Div

Reorganization of OL/HOME: OL/HOME was
reorganized in 1984 in anticipation of the
takeover of the operations and maintenance of the
Headquarters Complex from the General Services
Administration (GSA) and the transfer of these
responsibilities to Allied. Now it is necessary
to look further ahead and decide what kind of
organization will be necessary to support the new
building on the Headquarters Compound. Our
initial attempt reflects a need for a minimum of
19 additional people in FY 1987.

25X1

Configuration management: The birth of
configuration management will mean a whole new way
of doing business on the Headquarters Compound.
Depending on the degree of success, it may be
appropriate to consider using the configuration
management approach for the external buildings as
well as for the Headquarters Complex. It is
apparent that some similar problems (lack of
coordination) also occur in the external
buildings.

25X1

SECRET

SUGGESTED TOPICS FOR DISCUSSION AT OL PLANNING CONFERENCE,
19-20 March 1985 (cont'd)

Funding: It appears that funding through the remainder of the 1980s will become more restrictive as time goes on; yet, we are sitting here with a physical plant that is 25 years old and has been poorly maintained. It is essential that [] be set aside to make capital improvements in the plant and that sufficient funding be made available to properly maintain the new addition from the outset. Our experience with GSA has shown that you pay now or pay twice as much later. []

25X1

Impact of the growth of consolidated Registries on logistics support: There is an experiment under way under the auspices of the Office of Information Services (OIS) to provide consolidated Registry functions. The first one is being developed in Ames Building and has already had an impact on OL courier services. In the likelihood that this experiment is successful, what will be the long-range impact on courier services, and will OL be tasked to transfer additional courier positions to OIS? []

Automating the logistics process: It's time that we moved forward in the automation of logistics processes by assisting customers in converting hard-copy requisitions to the use of electronic requisitions, and thought should be given to automating issues and Property Turn-In's (PTIs) on Form 1490 and the direct input of the data required for the Motor Pool dispatch form. Direct customer input in these systems will substantially reduce the flow of paperwork and, hopefully, reduce errors. []

Automation: One of the long-range plans within OL is to establish effective interface between the Delta Data VM system, Wang Alliance System, and LIMS. Many offices have Delta Data terminals and Wang terminals and are facing a severe space crunch because of the expanded use of these terminals. In view of the severe space restrictions, there appears to be a lot to be gained by interfacing these systems where they will all work using the Wang Alliance terminals and printers. []

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Additional Suggested Topic for OL Planning Conference, 19-20 Mar 85

FROM:

Chief, IMSS/OL

EXTENSION

NO.

DATE

25 Feb 85

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/OL

John, as you asked, we've invited [redacted] to attend the OL Planning Conference on 19-20 Mar and have so informed [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

Joe suggests one additional topic, "Professional Development and Certification for Logistics General Officers," which you might want to add to the list we sent to the D/L on 13 Feb.

We plan to disseminate administrative instructions for the conference within the next few days.

6. [redacted]

7. [redacted]

8. [redacted]

9. [redacted]

10. [redacted]

11. [redacted]

12. [redacted]

13. [redacted]

14. [redacted]

15. [redacted]

Called Lavin, 2/26. She will add one more single room (total: 18) to our reservations.

*For service
to deliver, B&FB,
1600, 2/12.*

ROUTING AND TRANSMITTAL SLIP

Date

12 Feb 85

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. C/B&FB

2. EO/OL

3. C/PD

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

For 3: Please have the contracting officer call the point of contact, Debbie Hughes, at the Sheraton-Fredericksburg NLT 15 Feb 85 to confirm the conference date, times, and number of attendees.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,

5010-102

OPTIONAL FORM 41 (REV. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

* GPO: 1983 O - 381-529 (232)

STAT

REQUEST FOR PROCUREMENT SERVICES							(1) DOCUMENT NUMBER
OFFICE/DIV/BR		PROJECT OR CONTACT OFFICER & EXTENSION			DATE OF REQUEST		
OL/IMSS					12 Feb 85		
(2) TRANS CODE	(3) SOC	(4) EXPEND CODE	(5) PROPAGATION FACTOR	(6) PROJECT NUMBER	(7) PROJECT TITLE		(8) AMOUNT
			M-				\$1,850.00
(9) ORN			(10) PRIME ORN		(11) REQUEST NUMBER		I CERTIFY FUNDS ARE AVAILABLE
							SIGNATURE OF BUDGET OFFICER DATE
(12) CONTRACTOR (if known)			PROPOSAL NO. & DATE			CONTRACT & TASK ORDER NO. (if known)	
Sheraton-Fredericksburg Resort & Conf. Cen, Fredericksburg, VA							
(13) TYPE OF SERVICE REQUIRED				APPLICABLE ONLY TO REPAIRS AND MODIFICATIONS			
1	RESEARCH/DEV	TRANSFER OF FUNDS TO OTHER GOVT. AGENCY (specify if applicable)		TECHNICAL INSPECTION IS REQUIRED BY			
2	RENTAL			<input type="checkbox"/> RECEIVING DEPOT T & I <input type="checkbox"/> TECHNICAL MONITOR			
3	REPAIR			<input type="checkbox"/> ITEMS TO BE PICKED UP OR <input type="checkbox"/> SERVICES PERFORMED AT:			
4	MAINTENANCE			ITEMS TO BE REDELIVERED TO:			
5	MODIFICATION						
6	See below						
CLASSIFICATION AND STERILITY OF THE PROCUREMENT							
STERILITY		ASSOCIATION CLASS.		WORK CLASSIFICATION		HARDWARE CLASSIFICATION	
X	SC 0	X	UNCLASSIFIED	X	UNCLASSIFIED	UNCLASSIFIED	UNCLASSIFIED
	SC 1		CONFIDENTIAL		CONFIDENTIAL	CONFIDENTIAL	CONFIDENTIAL
	SC 2		SECRET		SECRET	SECRET	SECRET
	OTHER		TOP SECRET		TOP SECRET	TOP SECRET	TOP SECRET
AUTHORITY AND DURATION (see HHB 70-2)							
<p>1. The Director of Logistics plans to hold an OL Planning Conference at the Sheraton-Fredericksburg Resort & Conference Center, Fredericksburg, VA, on 19 & 20 Mar 85. Please make contract arrangements with the Sheraton-Fredericksburg for the following:</p> <p>a. Exclusive use of the Lee Conference Room on 19-20 Mar (no charge).</p> <p>b. Overnight accommodations for 17 OL personnel, arriving about 0900, 19 Mar, and departing about 1500, 20 Mar.</p> <p>c. A total of 4 meals per person (2 meals each day), in a separate area of the Meadows and Dauphine's, the two dining rooms.</p> <p>(cont'd on reverse) (See reverse for specific information required on requests.)</p>							
DESIGNATION				APPROVAL			
				SIGNATURE			
C/IMSS/OL				DATE			
				12 Feb 85			
EO/OL				13 Feb 85			
John M. Ray							
PROCUREMENT USE							
DATE RECEIVED		RECORDED BY		ASSIGNED TO		NEGOTIATOR	

FORM 3-79 2420 USE PREVIOUS EDITIONS

(5-12-38)

1. SUGGESTED SOURCES (Any sole source recommendation must include a substantive technical justification)

(cont'd from previous page)

d. Use of 1 slide projector, 1 overhead projector, and 1 flip-chart stand each day.

e. Security inspection and/or monitoring of the conference room either before and/or during the conference.

f. Control of all keys to the conference room and public address system/Muzak room by the conference coordinators for the duration of the conference.

g. Cover the air vent on double doors to the conference room with heavy cloth, drape, metal or wood. Install an astragal strip centrally between the double door of the conference room to close opening.

h. Delivery of a safe to the conference room on 18 or 19 Mar and pick-up of safe on 20 Mar.

i. Reception to be held in a suite on the evening of 19 Mar.

j. Pick-up & turn-in of room keys for all attendees by 1 of the OL Conf. Coords.

2. DELIVERABLE ITEMS

REPORTS REQUIRED _____ NO. OF COPIES ☐ MONTHLY ☐ INTERIM ☐ QUARTERLY ☐ FINAL (cont'd in 4 below)

HARDWARE (state type and number)

OTHER

3. GFP REQUIRED

4. SPECIAL INSTRUCTIONS

(cont'd from para 1 above)

2. Arrangements should be made by contacting Mrs. Debbie Hughes, Director of Sales & Marketing for the Sheraton-Fredericksburg, tel: 7-480-703-786-8321.

3. The Office of Security has approved the use of the Sheraton-Fredericksburg for this conference.



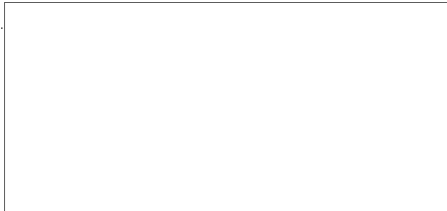
Sheraton-Fredericksburg Resort & Conference Center

January 15, 1985

SHERATON HOTELS INNS & RESORTS WORLDWIDE
I-95 & VIRGINIA ROUTE 3 P.O. BOX 7047
FREDERICKSBURG VIRGINIA 22404

(703) 786-8321

STAT --



Thank you for choosing the Sheraton-Fredericksburg Resort and Conference Center. It is a pleasure to confirm definite reservations for you as follows:

Guest Accommodations

Arrival date: 3/19/85
Departure date: 3/20/85
Accommodations: 17 rooms
Rates: Single \$45.00; Double \$55.00

Check in time is 3pm and check out time is 12N. The hotel requires the return of the reservation forms/rooming list by 2/19/85 which is four weeks prior to arrival and the cut-off date for reservations.

Meeting Function

Function: Meeting
Date & time: 3/19 9:30am-tba; 3/20 8:30am-tba
Number of attendees: 17
Rental charge: n/c with minimum of 15 occupied guest rooms

Meal Function

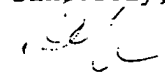
Function: Meals on F.A.P.
Date & time:
Number of attendees:

Above function space may be adjusted to conform to attendance requirements.

Please submit in writing information regarding your room setup and all meal requirements to our Group Sales Coordinator, Lois Freeland, three (3) weeks prior to your arrival. Feel free to call should you have any questions or need additional information.

If the above arrangements meet with your approval, kindly sign the attached copy of this letter and return to us by February 15, 1985.

Sincerely,


Debbie Hughes

Director of Sales & Marketing

Convener

date

THE SHERATON, SHERATON RESORTS & CONFERENCE CENTER IS OWNED BY SHANNON FREDERICKSBURG MOTOR INN, INC.
AND OPERATED BY NP & ASSOCIATES, UNDER A LICENSE ISSUED BY SHERATON INNS, INC.



SECRET**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Use of the Sheraton-Fredericksburg Inn for a Classified Conference Site

FROM:

NO.

OS 5 5564

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column for each comment.)

1.

C/IMSS/OL

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Same done by

SECRET

S E C R E T

6 FEB 1985

MEMORANDUM FOR: Chief, Information and Management Support Staff
Office of Logistics

STAT FROM:

[REDACTED]
Deputy Director of Security, PTAS

SUBJECT: Use of the Sheraton-Fredericksburg Inn
for a Classified Conference Site

REFERENCE: Memo for C/DSB/OS from C/IMS/OL, dtd
15 Jan 1985, Same Subject

1. In reference memorandum approval is requested to use the Sheraton-Fredericksburg Inn and Conference Center in Fredericksburg, Virginia to conduct an Office of Logistics classified conference through the Secret Collateral level.

2. Based on a recent physical security survey, approval is granted for the Office of Logistics classified conference scheduled for 19-20 March 1985. It is recommended that in addition to the security provisions detailed in reference memorandum, the following security enhancements be implemented, prior to use of the Sheraton-Fredericksburg Inn and Conference Center as a classified conference site:

a. Use of the Lee Conference Room exclusively for all conferences.

b. One ACM inspection of the conference room must be performed either before and/or during the conference. ~~The inspection can be arranged by calling the Technical~~
STAT Security Division/OS [REDACTED]

c. All classified material must be stored in an Agency-approved security container with a staff employee maintaining control at all times.

Regraded AIUO When Separated
from Classified Attachment(s)

S E C R E T

035-5564

S E C R E T

STAT

f. OL personnel must be given a security briefing before the conference and all "coffee breaks" should be taken inside the conference room and not in the central lobby area.

3. Any questions regarding the approval and/or the survey may be directed to [redacted] Chief, Domestic Security Branch,

Attachment

S E C R E T

15 JAN 1985

MEMORANDUM FOR: Chief, Domestic Security Staff, OS

VIA: Chief, Security Staff, OL

25X1 FROM: [redacted]

Chief, Information and Management Support Staff, OL

25X1 SUBJECT: Request for Security Approval of Non-Agency Conference Facility [redacted]

*In future,
also send info copy to
Technical Security Dir
who plans monitoring
during conference.*

25X1 1. The Director of Logistics (D/L) holds an annual planning
25X1 conference with his staff/division chiefs for the purpose of
assessing OL's responsiveness and efficiency and setting goals
for the coming year. The last conference was held at Airlee
Foundation in October 1984. This year the D/L plans to hold
semi-annual conferences, one on 19-20 March and another at the
[redacted] in October. After careful consideration
of several possible sites, the Sheraton-Fredericksburg Inn &
Conference Center in Fredericksburg, VA, has been chosen as the
preferred site of the March meeting. [redacted]

2. The following are pertinent facts concerning the proposed conference:

25X1 a. Conferees are expected to number 17: the Director
25X1 of Logistics, the Deputy Director/OL, the Executive Officer/
OL, Assistant Executive Officer/OL, 11 staff and division
chiefs, OL Planning Officer, and back-up Planning Officer
(the latter two are the conference coordinators). [redacted]
[redacted]

b. The Lee Room, on the lower level of the facility, is the preferred location for the conference sessions. It is of suitable size, well situated in relation to the other conference rooms as well as to the guestrooms earmarked for these attendees, and easily accessible for purposes of installing and removing a two-drawer safe for classified material (see paragraph c below). A second choice is the Dominion Room, which is completely separate from the other conference rooms and near the dining room but also near the front desk and main entrance. The Lee Room is preferred if it meets security criteria.

OL 4013-85

25X1 [redacted]
SECRET

25X1 SUBJECT: Request for Security Approval of Non-Agency Conference Facility

c. The Sheraton-Fredericksburg is amenable to our installing an Agency safe for overnight storage of classified material. Conference discussions and material stored overnight, if any, will not exceed the classification level of SECRET. If essential from the security standpoint, all discussions can be kept unclassified, although authorization for higher levels is, of course, desirable.

d. Breakfast and lunch for attendees can be arranged in a reserved area of the Meadows (the smaller dining room) that is separated from other tables by a divider, although not partitioned off. The evening meal can be held in a separate area (the larger silo section, which is semi-enclosed but also not partitioned) of the larger dining room, Dauphine's.

25X1 e. Conference coordinators can pick up, distribute, and turn in all room keys, to avoid the need for attendees to register and check out individually.

25X1 3. A floor plan of the Sheraton-Fredericksburg is attached. Our contact there is Mrs. Debbie Hughes, Director of Sales (telephone 7-480-703-786-8321).

25X1 4. We hereby request your evaluation and approval of this facility for the purpose outlined above. Since arrangements should be finalized at the earliest possible date, a response to us by 25 January would be greatly appreciated. OL project officers

Attachment

25X1 APPROVED:

Chief, Domestic Security Branch, OS

2/4/85
Date

SECRET**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Request for Security Approval of Non-Agency Conference Facility [REDACTED]

FROM:

Chief, Information & Management
Support Staff, OL *A.T.2.-- i/*

EXTENSION

NO.

OL 4013-85

DATE

15 January 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/SS/OL
[REDACTED]

2.

3.

C/DSB/PSD/OS
[REDACTED]

4.

5.

6.

7.

C/IMSS/OL
[REDACTED]

8.

9.

10.

11.

12.

13.

14.

15.

FORM
1-79**610**USE PREVIOUS
EDITIONS

GPO : 1983 O - 411-632

SECRET

SECRET

15 JAN 1985

MEMORANDUM FOR: Chief, Domestic Security Staff, OS

VIA: Chief, Security Staff, OL

FROM: [REDACTED]

Chief, Information and Management Support Staff, OL

SUBJECT: Request for Security Approval of Non-Agency Conference Facility [REDACTED]

1. The Director of Logistics (D/L) holds an annual planning conference with his staff/division chiefs for the purpose of assessing OL's responsiveness and efficiency and setting goals for the coming year. The last conference was held at Airlee Foundation in October 1984. This year the D/L plans to hold semi-annual conferences, one on 19-20 March and another at the [REDACTED] in October. After careful consideration of several possible sites, the Sheraton-Fredericksburg Inn & Conference Center in Fredericksburg, VA. has been chosen as the preferred site of the March meeting. [REDACTED]

2. The following are pertinent facts concerning the proposed conference:

a. Conferees are expected to number 17: the Director of Logistics, the Deputy Director/OL, the Executive Officer/OL, Assistant Executive Officer/OL, 11 staff and division chiefs, OL Planning Officer, and back-up Planning Officer (the latter two are the conference coordinators). [REDACTED]

b. The Lee Room, on the lower level of the facility, is the preferred location for the conference sessions. It is of suitable size, well situated in relation to the other conference rooms as well as to the guestrooms earmarked for these attendees, and easily accessible for purposes of installing and removing a two-drawer safe for classified material (see paragraph c below). A second choice is the Dominion Room, which is completely separate from the other conference rooms and near the dining room but also near the front desk and main entrance. The Lee Room is preferred if it meets security criteria.

OL 4013-85

SECRET

Distribution:

Orig - Addressee w/att

1 - IMSS/official ✓ w/att

1 - IMSS/chrono w/o att

OL/IMSS/EFW:il (16 Jan 85)

25X1

25X1 SUBJECT: Request for Security Approval of Non-Agency Conference Facility [redacted]

c. The Sheraton-Fredericksburg is amenable to our installing an Agency safe for overnight storage of classified material. Conference discussions and material stored overnight, if any, will not exceed the classification level of SECRET. If essential from the security standpoint, all discussions can be kept unclassified, although authorization for higher levels is, of course, desirable.

d. Breakfast and lunch for attendees can be arranged in a reserved area of the Meadows (the smaller dining room) that is separated from other tables by a divider, although not partitioned off. The evening meal can be held in a separate area (the larger silo section, which is semi-enclosed but also not partitioned) of the larger dining room, Dauphine's.

25X1 e. Conference coordinators can pick up, distribute, and turn in all room keys, to avoid the need for attendees to register and check out individually. [redacted]

25X1 3. A floor plan of the Sheraton-Fredericksburg is attached. Our contact there is Mrs. Debbie Hughes, Director of Sales (telephone 7-480-703-786-8321). [redacted]

4. We hereby request your evaluation and approval of this facility for the purpose outlined above. Since arrangements should be finalized at the earliest possible date, a response to us by 25 January would be greatly appreciated. OL project officers are [redacted]

Attachment

*met
written
OK. 2/6/85*

APPROVED:

Chief, Domestic Security Branch, OS

Date

2



Sheraton-Fredericksburg Resort & Conference Center

January 15, 1985

SHERATON HOTELS, INNS, & RESORTS, WORLDWIDE
I-95 & VIRGINIA ROUTE 3, P.O. BOX 7047
FREDERICKSBURG, VIRGINIA 22404
703/786-8321

STAT

Thank you for choosing the Sheraton-Fredericksburg Resort and Conference Center. It is a pleasure to confirm definite reservations for you as follows:

Guest Accommodations

Arrival date: 3/19/85
Departure date: 3/20/85
Accommodations: 17 rooms
Rates: Single \$45.00; Double \$55.00

Check in time is 3pm and check out time is 12N. The hotel requires the return of the reservation forms/rooming list by 2/19/85 which is four weeks prior to arrival and the cut-off date for reservations.

Meeting Function

Function: Meeting
Date & time: 3/19 9:30am-tba; 3/20 8:30am-tba
Number of attendees: 17
Rental charge: n/c with minimum of 15 occupied guest rooms

Meal Function

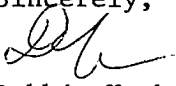
Function: Meals on F.A.P.
Date & time:
Number of attendees:

Above function space may be adjusted to conform to attendance requirements.

Please submit in writing information regarding your room setup and all meal requirements to our Group Sales Coordinator, Lois Freeland, three (3) weeks prior to your arrival. Feel free to call should you have any questions or need additional information.

If the above arrangements meet with your approval, kindly sign the attached copy of this letter and return to us by February 15, 1985.

Sincerely,


Debbie Hughes

Director of Sales & Marketing

Convener

date

THE SHERATON-FREDERICKSBURG RESORT & CONFERENCE CENTER IS OWNED BY SHANNON-FREDERICKSBURG MOTOR INN, INC.
AND OPERATED BY NR & ASSOCIATES UNDER A LICENSE ISSUED BY SHERATON INNS, INC.

STAT

January 14, 1985

Mrs. Debbie Hughes
Director of Sales & Marketing
Sheraton-Fredericksburg Resort
& Conference Center
P. O. Box 7047
Fredericksburg, Virginia 22404

Dear Debbie:

Evelyn and I appreciate so much your hospitality and helpfulness during our visit to your Conference Center on January 11.

We were quite favorably impressed with your facilities. As we mentioned, the decision as to exact dates and location for our conference should be made before the end of next week, and we'll certainly let you know one way or the other. Meanwhile, thanks again for all the information you've given us and a very special thanks for such a complete tour last Friday afternoon.

We'll look forward to talking with you again -- and to enjoying the Sheraton-Fredericksburg's fine food and many other amenities at the first opportunity!

Sincerely,

STAT

SHERATON-FREDERICKSBURG INN
& CONFERENCE CENTER
Fredericksburg, VA
Tel: 7-480-703-786-8321

STAT

LOCATION: 1 hour from Washington DATES AVAILABLE: 19-20 March; 23-24 April; 30 April - 1 May.

FACILITIES: Meeting room available at no charge.
 For groups of less than 25 persons, can reserve table
 in dining room for meals eaten together.
 Coffee service available inside meeting room.
 Safe available for storage of material; no objection
 to our taking our own safe or making a preliminary
 security check.
 Messaging available.
 Agreement with health club 1 mile away for
 complimentary use. Sheraton has available (weather
 permitting) 3 tennis courts, 18-hole PGA golf course,
 shuffleboard, and volleyball.

COST: Meeting Room: No charge.

Equipment: Overhead projector and slide pro-
 jector available at cost of \$15
 per day per item. Easel and screens
 available at no charge. = \$ 60.

Lodging:

Suites available at 50% discount; suggest
 suites for D/L, DD/L, & XO/OL @ \$50 = \$ 150.
 Singles \$45 per night (\$50 after 1 Apr);
 suggest singles for AEO/OL, each div/stf
 chief, and conference coordinators
 = 14 people x \$45 = \$ 630.
 Doubles available @ \$55 (\$60 after 1 Apr)

Meals: (A) \$34 per person (lunch & dinner,
 first day; breakfast & lunch,
 second day) if in Meadows dining
 room (+ gratuity) x 17 people = \$ 665.
 OR
 (B) \$43 per person if dinner on the first
 day in Dauphine's (see separate menu)
 (+ gratuity) x 17 people = \$ 840.

SUBTOTAL: w/meal Plan (A) = \$1505
 SUBTOTAL: w/meal Plan (B) = \$1680

SHERATON-FREDERICKSBURG INN & CONFERENCE CENTER (cont'd)

PLUS

Coffee service: .90 per person per break
for coffee, tea or sank
(x 17 people x 2 breaks) = * \$ 31.

OR

1.10 per person per break for
coffee, tea, sank & soda
(x 17 people x 2 breaks) = ** \$ 37.

PLUS

1.50 per person per break for
coffee w/danish or doughnuts.
(x 17 people x 2 breaks) = \$ 51.

SUBTOTAL (depending on * or **) = \$82 or \$ 88.

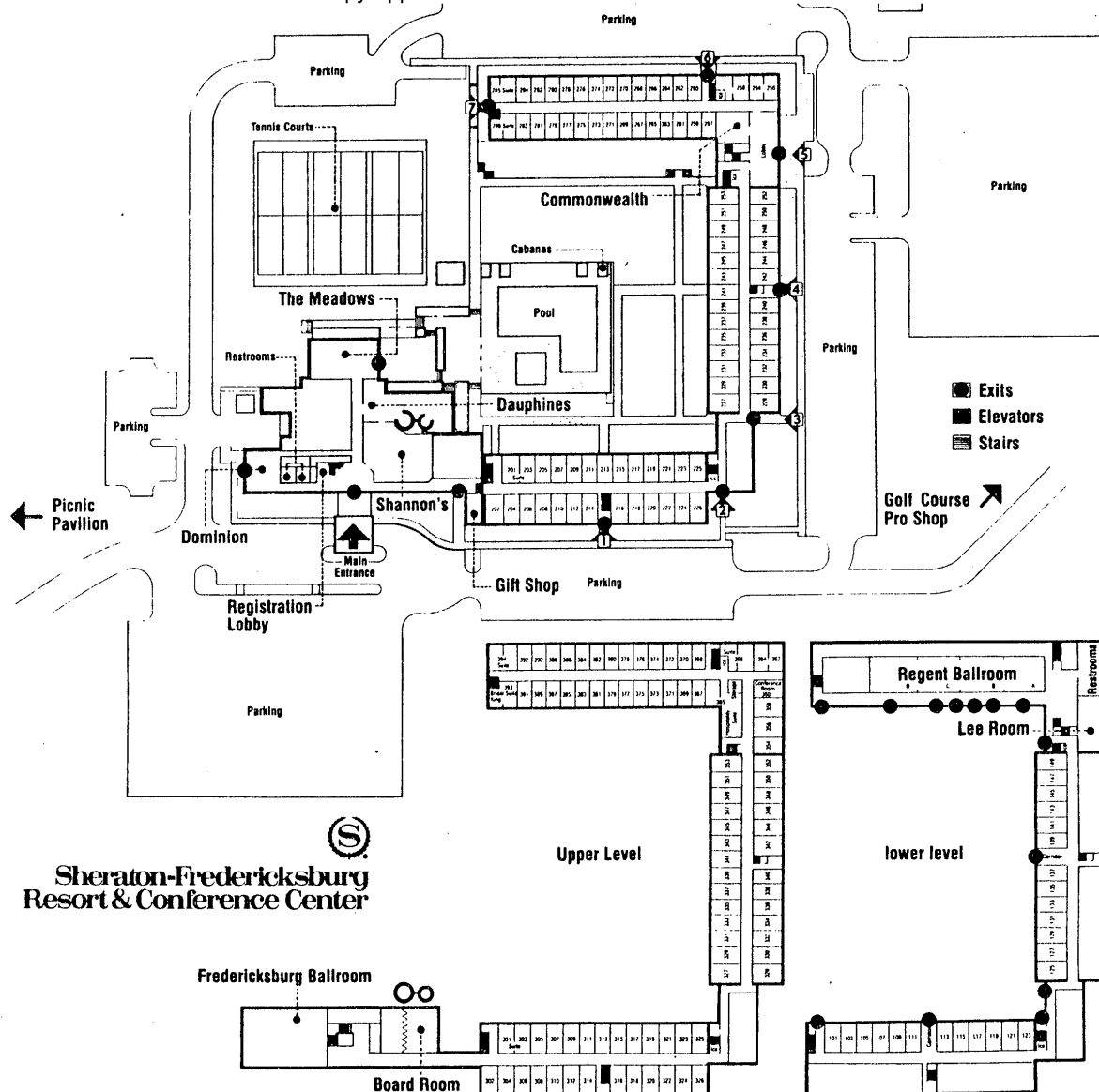
PLUS

Happy Hour (private room for 1 hour):

Cash Bar: House brands - \$2.25 per drink (incl. tax &
gratuity)
Wine or beer - \$1.50 " " " "
Special brands - \$2.50 to \$3.00 per drink (incl.
tax & gratuity)
\$10 charge for bartender (gratuity)

METHOD OF PAYMENT: Purchase Order (saves 8% tax)

CONTACT: Debbie Hughes, Sales Staff





ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics (OL) Planning Conference--Spring 1985

FROM:

Chief, Information and Management
Support Staff, OL

EXTENSION

NO.

OL 4008 85

DATE

11 JAN 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/NBPO/OL
73E40 Headquarters

1/15

1/16

2. C/B&FB/OL

1/16

3. C/P&TS/OL

1/16

4. C/PMS/OL

17 JAN 1985

1/2

5. C/SS/OL

1/23

6. C/HOME/OL
3E14 Headquarters7. C/P&PD/OL
158 P&P Building

8. C/PD/OL

9. C/RECD/OL

10. C/SD/OL

11.

12.

13.

14.

15.

our copy

CONFIDENTIAL

C O N F I D E N T I A L

11 January 1985

MEMORANDUM FOR: Chief, New Building Project Office, OL
 Chief, Budget and Fiscal Branch, OL
 Chief, Personnel and Training Staff, OL
 Chief, Procurement Management Staff, OL
 Chief, Security Staff, OL
 Chief, Headquarters Operation, Maintenance
 and Engineering Division, OL
 Chief, Printing and Photography Division, OL
 Chief, Procurement Division, OL
 Chief, Real Estate & Construction Division, OL
 Chief, Supply Division, OL

FROM:

Chief, Information and Management Support
 Staff, OL

SUBJECT: Office of Logistics (OL) Planning Conference
 -- Spring 1985

1. In the past the Director of Logistics (D/L) has held an annual planning conference with his staff/division chiefs for the purpose of assessing OL's responsiveness and efficiency and setting goals for the coming year. The last such conference was held in October 1984. This year the D/L plans to hold a two-day conference in mid- or late-March in addition to the one scheduled in October. I will notify you as soon as the exact dates and location of the March meeting are finalized.

2. This memorandum is to alert you to the upcoming conference and to ask you to identify the topics in your area that you feel should be discussed. As in the past, an open forum will be provided to discuss problems that confront your individual offices, as well as to assess our past responsiveness and efficiency and the potential for future improvements.

3. Please give your suggestions, in writing, to [redacted] by COB 25 January. We will provide you with an approved agenda as soon as available.

Distribution:

Orig - Addressee

1 - IMSS/official ✓

1 - IMSS/chrono

1 - OL Reader

OL/IMSS, [redacted] (11Jan85)

OL 4008-85

C O N F I D E N T I A L

PD (per 1-28-85

- Competition in Contracting Act
(NOTE: Most Significant Procurement
Legislation Since 1947)

1/28/85

PxPD -

Productivity Measurement
(rec'd by telephone, 2/1/85.

STAT

To:

[Redacted]

OR

STAT

[Redacted]

From: DAVE

Subj Conference

Ref Memo, 25 Jan, FM ATZ, TO C/RECD

1. Per TP 3 of Ref, I suggest:


Compartmentation, is the CIA
a victim of its own TRADecraft

Dave

CONFIDENTIAL

MEMORANDUM FOR: Chief, Information and Management Support Staff, OL

25X1 FROM:


Chief, Procurement Management Staff

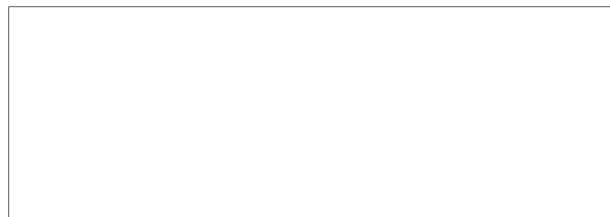
SUBJECT: Office of Logistics (OL) Planning Conference -- Spring 1985

Tony:

1. The following topics are suggested for coverage by myself:

- ° CIA Procurement Reorganization
- ° CIA Contract Officer Profile
- ° Study of Procurement System by Outside Contractor

2. Perhaps a more beneficial approach for the new Director would be for each of us to describe projects underway and to go around the table with discussion over whether they should be stopped, continued, or modified. Where are the new Director's priorities? How does he want to mold the Office? A key item would be LIMS. Will it continue? Will the procurement module move up? Is he willing to continue to devote the resources to it that Dan has in the past?



25X1

CONFIDENTIAL

CONFIDENTIAL

MEMORANDUM FOR: Chief, Information and Management Support Staff, OL

25X1 FROM:
Chief, Procurement Management Staff

SUBJECT: Office of Logistics (OL) Planning Conference -- Spring 1985

Tony:

1. The following topics are suggested for coverage by myself:

- ° CIA Procurement Reorganization
- ° CIA Contract Officer Profile
- ° Study of Procurement System by Outside Contractor

2. Perhaps a more beneficial approach for the new Director would be for each of us to describe projects underway and to go around the table with discussion over whether they should be stopped, continued, or modified. Where are the new Director's priorities? How does he want to mold the Office? A key item would be LIMS. Will it continue? Will the procurement module move up? Is he willing to continue to devote the resources to it that Dan has in the past?

25X1

25X1

CONFIDENTIAL

6 FEB 1985

MEMORANDUM FOR: Chief, Information and Management Support Staff, OL

25X1 FROM:

Chief, Supply Division, OL

SUBJECT: Office of Logistics Planning Conference - Spring 1985

REFERENCE: Multiple Addressee Memo from C/IMSS/OL, dtd
11 January 1985, same subject, (OL 4008-85)

25X1 1. In response to the referent, the following is submitted as
suggested topics for the subject conference.

25X1 a. Future of Bar Coding in OL and how it will impact on our ability
to respond to customer requirements.

25X1 b. The potential crisis brewing because of the shortage of
"qualified" middle grade managers.

25X1 c. Assessment of impact on OL in the event there are changes in the
Civil Service and CIARDS retirement systems.

25X1 d. Professional logistical guidance during the early stages of
project planning is insurance against logistical pitfalls later on in
the project. How can we best insure that OL is represented in the
initial planning stages of all major new projects involving
logistical support?

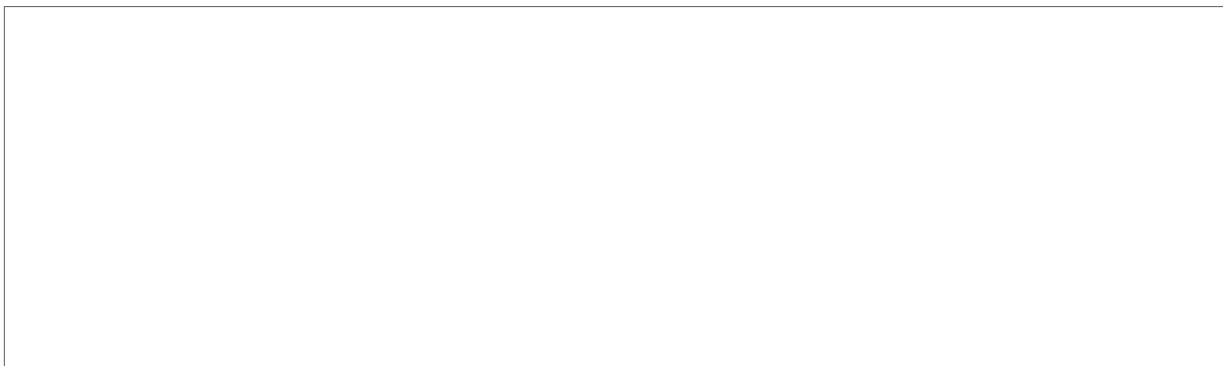
25X1

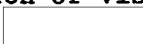
OL 14097-85

S E C R E T


SUBJECT: Office of Logistics Planning Conference - Spring 1985

25X1



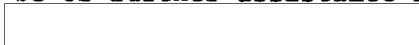
1. LIMS update - what, where and when.
What changes will LIMS face? How will it tie to the
organization or vise versa? When is BOC? When will users be
involved? 

25X1

2. If you have any questions regarding our suggestions or if we may
be of further assistance in this matter, please contact 

25X1

25X1



25X1

S E C R E T

7 February 1985

MEMORANDUM FOR: Chief, Information and Management Support
Staff, OL

STAT

FROM:

Chief, Headquarters Operations, Maintenance
and Engineering Division, OL

SUBJECT: Office of Logistics (OL) Planning Conference
-- Spring 1985

As requested in referent, listed below are topics relevant to the Headquarters Operations, Maintenance and Engineering Division which are suggested for discussion at the OL Planning Conference to be held in March 1985:

1. Reorganization of OL/HOME: OL/HOME was reorganized in 1984 in anticipation of the takeover of the operations and maintenance of the Headquarters Complex from the General Services Administration (GSA) and the transfer of these responsibilities to Allied. Now it is necessary to look further ahead and to decide what kind of organization will be necessary to support the new building on the Headquarters Compound. Our initial attempt reflects a need for a minimum of 19 additional people in FY 1987.

2. Configuration Management: The birth of configuration management will mean a whole new way of doing business on the Headquarters Compound. Depending on the degree of success, it may be appropriate to consider using the configuration management approach for the external buildings as well as for the Headquarters Complex. It is apparent that some similar problems (lack of coordination) also occur in the external buildings.

3. Funding: It appears that funding through the remainder of the 1980's will become more restrictive as time goes on; yet, we are sitting here with a physical plant that is 25 years old

OL 10023-85

SUBJECT: Office of Logistics (OL) Planning
Conference -- Spring 1985

and has been poorly maintained. It is essential that
[redacted] be set aside to make capital
improvements in the plant and that sufficient funding be made
available to properly maintain the new addition from the
outset. Our experience with GSA has shown that you pay now or
pay twice as much later.

STAT

4. Impact of the Growth of Consolidated Registries on Logistics Support: There is an experiment under way under the auspices of the Office of Information Services (OIS) to provide consolidated registry functions. The first one is being developed in Ames Building and has already had an impact on OL courier services. In the likelihood that this experiment is successful, what will be the long range impact on courier services and will OL be tasked to transfer additional courier positions to OIS?

5. Automating the Logistics Process: It's time that we moved forward in the automation of logistics processes by assisting customers in the conversion of hard copy requisitions to the use of electronic requisitions, and thought should be given to automating issues and PTIs on Form 1490 and the direct input of the data required for the Motor Pool dispatch form. Direct customer input in these systems will substantially reduce the flow of paperwork and, hopefully, reduce errors.

6. Automation: One of the long range plans within OL is to establish effective interface between the Delta Data VM system, Wang Alliance System, and LIMS. Many offices have Delta Data terminals and Wang terminals and are facing a severe space crunch because of the expanded use of these terminals. In view of the severe space restrictions, there appears to be a lot to be gained by interfacing these systems where they will all work using the Wang Alliance terminals and printers.

STAT

[redacted]
Chief
Headquarters Operations, Maintenance
and Engineering Division, OL

DIRECTOR OF SALES



**Sheraton-Fredericksburg
Resort & Conference Center**

SHERATON HOTELS, INNS & RESORTS, WORLDWIDE

I-95 & VIRGINIA ROUTE 3, P.O. BOX 7047
FREDERICKSBURG, VIRGINIA 22404
TELEPHONE: (703) 786-8321

THE SHERATON-FREDERICKSBURG RESORT & CONFERENCE CENTER IS OWNED BY
SHANNON-FREDERICKSBURG MOTOR INN, INC. AND OPERATED BY NR & ASSOCIATES
UNDER A LICENSE ISSUED BY SHERATON INNS, INC.

Sheraton-Fredericksburg Resort & Conference Center

Meal Plans

FULL AMERICAN PLAN A - Consists of breakfast, lunch and dinner in The Meadows. The cost is \$27.00 plus 8% tax and 15% gratuity per person, per day.

FULL AMERICAN PLAN B - Consists of breakfast and lunch in The Meadows and dinner in either The Meadows or Dauphine's Restaurant. (Dauphine's operating hours are Monday through Saturday; closed Sunday. Also closed Monday during some winter months.) The cost is \$36.00 plus 8% tax and 15% gratuity per person, per day.

MODIFIED AMERICAN PLAN C - Consists of breakfast and lunch in The Meadows. The cost is \$15.00 plus 8% tax and 15% gratuity per person, per day.

MODIFIED AMERICAN PLAN D - Consists of breakfast and dinner in the Meadows Restaurant. The cost is \$20.00 plus 8% tax and 15% gratuity per person, per day.

MODIFIED AMERICAN PLAN E - Consists of breakfast in The Meadows and dinner in either The Meadows or Dauphine's. (Dauphine's operating hours are Monday through Saturday; closed Sunday. Also closed on Monday during some winter months.) The cost is \$29.00 plus 8% tax and 15% gratuity per person, per day.

- * Clients may order any item off the menu with the exception of the "Gentlemen's Breakfast" or the "Gourmet Breakfast" or any alcoholic beverages. Extra charges would be incurred with the ordering of multiple entrees, appetizers, salads, desserts, beverages and alcoholic beverages.
- * Any group that elects to use any of the above meal plans may use tickets or may sign an individual check. The choice is up to the meeting planner. However, the Sheraton will automatically issue meal tickets unless advance arrangements are made.



September, 1985

Sheraton-Fredericksburg Resort & Conference Center

Sheraton Hotels, Inns & Resorts Worldwide

The hospitality people of **ITT**

I-95 & VIRGINIA ROUTE 3, P.O. BOX 7047

FREDERICKSBURG, VIRGINIA 22404

703/786-8321

Dear Executive:

REMEMBER THE CAMPAIGN "WE HAVE IT MADE IN VIRGINIA".

Well, it was SO successful for the last two winter seasons, we are proud to offer it again!

COME TO SHERATON, VIRGINIA - and receive 12% off our normal single winter convention room rates and a whopping 18% off our normal double winter convention room rates.

* \$43.00 single occupancy, plus tax

* \$48.00 double occupancy, plus tax

* Computed rates effective November 1, 1985 - March 31, 1986

In addition to the discounted room rates, you will also receive the following:

- Complimentary hospitality suite (if you prefer to occupy the suite, it will be offered to you at the normal single/double rate)
- Complimentary general session room
- Complimentary use of audio visual equipment (16mm, 35mm slide or overhead, choice of one) for the entire length of your conference.
- One complimentary coffee break

COME TO SHERATON -- The Sheraton-Fredericksburg offers 10 spacious meeting rooms to accommodate 10-700 persons. Private banquet facilities are available for groups over 20 persons. Enjoy Sheraton's two fine restaurants and Shannon's Lounge which features nightly entertainment.

COME TO SHERATON -- Our 196 guest rooms include nine beautifully appointed suites, many facing our 18-hole Championship Golf Course. The court side rooms overlook our junior olympic size swimming pool, three newly resurfaced tennis courts, and of course, our beautifully kept courtside garden.

COME TO SHERATON -- and enjoy the beautiful surroundings, the convenient regional shopping mall located within walking distance, and of course, an opportunity to visit historic Fredericksburg - Where America Grew Up!

COME TO SHERATON -- Our trained sales representatives are anxious to help you with your conference needs. Stop by for a site visit - or if you prefer, we'll come to you with a fifteen-minute slide presentation of our resort and conference center. Reserve now to insure space availability!

Whatever your pleasure - WE AT THE SHERATON-FREDERICKSBURG WELCOME YOU !!!

Lois Freeland
Director of Sales

Katrina Davis
Sales Manager

Jeanne S. Vice
Group Sales Coordinator

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Office of Logistics Planning Conference

FROM:
Planning Officer
IMSS/OL

EXTENSION

NO.

DATE

28 February 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/L

2.

DD/L

3.

EO/L

4.

AEO/L

5.

C/HOME/OL
3E14 Hqs

6.

C/PD/OL

7.

C/SD/OL

8.

C/RECD/OL

9.

C/P&PD/OL
158 P&P Bldg

10.

C/IMSS/OL

11.

C/B&FB/OL

12.

C/SS/OL

13.

C/PMS/OL

14.

C/P&TS/OL

15.

C/NBPO/OL
73E40 Hqs

Attached for your information and planning are Administrative Instructions for the OL Planning Conference.

An agenda for the Conference will be published in the near future.

Questions or comments concerning the Conference should be directed to one of the conference coordinators, on

FORM
1-79

610

USE PREVIOUS
EDITIONS

GPO : 1983 O - 411-632

1

16.

STAT

ADMINISTRATIVE INSTRUCTIONS
for the
OFFICE OF LOGISTICS PLANNING CONFERENCE
Sheraton-Fredericksburg Resort & Conference Center
Fredericksburg, VA
19-20 March 1985

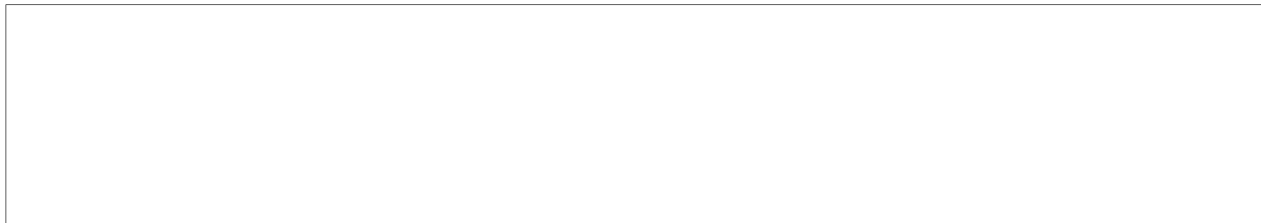
1. ATTENDEES.

Participants at the conference are the D/L, DD/L, EO, AEO, staff/division chiefs, [redacted]

[redacted] of the Information & Management Support Staff, [redacted] are conference coordinators.

2. TRAVEL, LOCATION, AND ARRIVAL TIME.

Travel to Fredericksburg will be by POV, and carpooling is encouraged. Those who plan to drive should obtain domestic travel orders before departure.



The parking areas near the entrances marked ⑤ or ⑥ on the attached floor plan are convenient to both our conference room and reserved guest rooms.

All conference sessions will be held in the Lee Room on the lower level (see floor plan).

arrive earlier 7:30 or 8:00 AM
Please plan to arrive between 0830 and 0900 so that you can take care of any administrative details and receive room assignments. The conference will begin about 0930.

3. ROOMS AND REGISTRATION.

Single rooms have been reserved for all attendees.

The conference coordinators will pick up individual room keys for all attendees from the Front Desk on the morning of 19 Mar, make room assignments, and return all keys at the conference's conclusion on 20 Mar. It will not be necessary for attendees to report to the Front Desk for check-in. Please be sure to turn in your key to one of the conference coordinators before you leave on the 20th. The conference coordinators will register for you by first name only.

Admin Instructions (cont'd)

4. MEALS. All meals will be in a separate area in The Meadows (the smaller of the Sheraton's two dining rooms), except for dinner on the 19th, which will be in one of the "silo" rooms in Dauphine's. Although no dress code is specified and casual dress is acceptable for both dining rooms, the Sheraton prefers no jeans. Please sign for meals by your room number.

5. COFFEE BREAKS. Morning (coffee, danish or doughnut) and afternoon (coffee, tea, sodas) breaks are restricted to the Lee Room, per Office of Security (OS) requirements.

6. SOCIAL AND RECREATIONAL ACTIVITIES.

Shannon's, the Sheraton lounge, is open daily from 1100 to 0100 and features live entertainment nightly beginning at 0900. The hotel management asks that jeans not be worn in the lounge after the entertainment begins.

Athletic facilities available on the Sheraton grounds during March include 3 tennis courts, shuffleboard and volleyball courts, and an 18-hole PGA golf course. Also, the Sheraton has an agreement with a nearby health club for complimentary use by Sheraton guests. The health club, The Spa, offers nautilus type exercise equipment, whirlpool, sauna, heated pool, and jacuzzi. It is located about one mile west of the hotel on Rt. 3 and is open from 0900 to 2100.

A shopping center directly across from the Sheraton on Rt. 3 contains a Penney's, Leggetts, Sears, and Montgomery Ward. Also located in the immediate vicinity are a McDonald's, Morrison's cafeteria, and several gas stations.

7. TELEPHONES MESSAGES AND MAIL.

Public telephones are located in the main lobby near the Front Desk and in Lobby 2 on the top level above the Lee Room. Outgoing official calls may be placed on your room bill or made collect. We recommend the latter for ease of contract payment. Outgoing personal calls are your own responsibility.

For incoming official calls, the Sheraton's number from Agency telephones is 7-480-703-786-8321. Incoming official messages should be left in the name of one of the conference coordinators for the first name and/or title of the attendee. Example: Message to Evelyn Cross for Tony or C/IMSS.

A house phone will be available in the Lee Room for calls within the resort/conference-center complex.

Admin Instructions (cont'd)

Routine incoming messages will be held at the Front Desk and picked up by the conference coordinators during morning and afternoon breaks and during the lunch and dinner periods. Emergency messages received during conference hours will be delivered directly to the conference coordinators in the Lee Room. Those received after conference hours will be directed to attendees (by first name only) in their hotel rooms.

Outgoing mail is picked up at the Front Desk between 1000 and 1100 daily.

8. COPYING FACILITIES. Limited copying is available at the Sheraton at \$.20 per page. It is recommended that you bring adequate copies of handouts or other materials you expect to use in your presentations.

9. DELIVERY AND STORAGE OF CLASSIFIED DOCUMENTS. A two-drawer Agency safe will be provided in the Lee Room for storage of classified documents. If you choose to have classified documents delivered to the conference, please get them to the conference coordinators by COB, 15 Mar.

10. SECURITY.

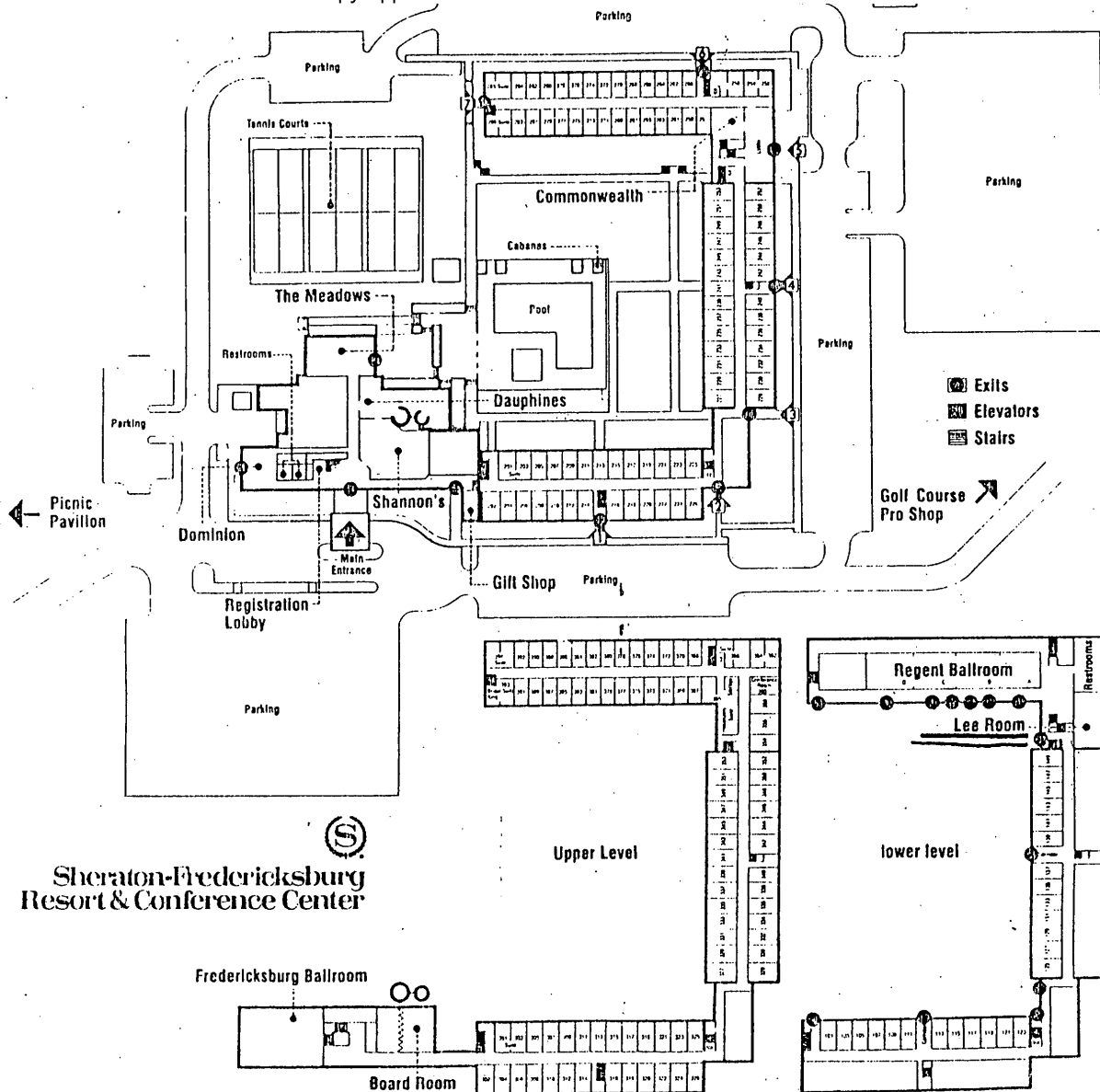
Although the conference site has been surveyed by OS and approved to hold a classified conference, we are reminded that we will be operating in a hostile environment and should limit classified discussions and documents to the Lee Room during the conduct of the conference.

All classified documents will be stored in a safe in the Lee Room for which the conference coordinators will maintain control at all times. The conference coordinators will also maintain control of access to the conference room and public-address room during the conference.

A security briefing will be given at the beginning of the conference, and an inspection of the conference room will be made by OS during the conference.

11. CONFERENCE EQUIPMENT AND SUPPLIES. An overhead projector, slide projector, easel w/flip chart, pens, and paper will be provided.

Declassified in Part - Sanitized Copy Approved for Release 2013/03/04 : CIA-RDP89-00087R000200200001-7



Declassified in Part - Sanitized Copy Approved for Release 2013/03/04 : CIA-RDP89-00087R000200200001-7

CHECKLIST FOR CONFERENCE

W/LDIS FREELAND

3-14-85

- ✓ -Receipt of Contract (Issued 11 March 85)
Should get today
- ✓ - Attendees (11) for night of 19 March
- ✓ -Check-In by First Name
- ✓ -Messages to be Picked up by Conference Coordinator
Unless an emergency. Will call to phone in if emergency.
- ✓ -Meals (Lunch in Separate Area of the Meadows and
Dinner in silo of Daulphine's on 19 March;
Breakfast and Lunch in Separate Area of the Meadows.
*Will get meal tickets to hand-out, ticket for each meal.
No payment for liquor w/meals.*
- ✓ -Lee Room for Both Days, 19 and 20 March
- ✓ -Equipment: Overhead Projector, Slide Projector, *SCREEN*
Flip Chart Stand
- ✓ -Breaks (Coffee w/Donuts on 19th at 10:30 and on 20th
at 10:00: Coffee each afternoon at 2:30 P.M. (May
not need second day)
Capitol on Roll Cart, Patricia to direct if roll in or leave for her to
- ✓ -Reception in separate area of Bar (Not Suite) on
19 March at 5:00 P.M. *CASH BAR*
- ✓ -Limited copying available at .20/copy

STAT

-Security Provisions:

- ✓ •Inspection before or During the Conference
- Do Monday ✓ •Sheraton to Change Locks on Lee Room and Muzak Room
- ✓ •Coordinator to Control Keys to both of Above Rooms
- ✓ •Sheraton to Cover Air Vent on Conf Room Door
- ✓ •Sheraton to Install an Astragal Strip on Conf Door
- ✓ •Safe to be Delivered 19 Mar and Picked up 20 March

-Get Block of Rooms to be Occupied, *WILL NOT DUE UNTIL Monday*
Will call and get room 115 for me.

✓ -Determine Arrangement of Lee Room - *Closed Rectangle*

✓ -CONFERENCE COORDINATOR,

STAT

Page Denied

7 Mar 85

MEMO FOR RECORD

SUBJECT: Additional Information re OL Planning Conference, 19-20 Mar 85

STAT Per request from Lois, Sheraton-Fredericksburg, for some specifics as to times for the conference, I obtained the following from

Arrival 8:30 - 9:00, 3/19 (sessions begin at 0900)

Coffee break 10:30 a.m. ✓

Lunch 12:00 noon ✓

Coffee Break 2:30 p.m. ✓

Cocktails 5:00 p.m. ✓ (separate area in bar is fine; no suite)

Dinner 6:00 p.m. ✓

Breakfast 8:00 - 9:00, 3/20 ✓

Coffee break 10:00 a.m. *ck: 1030?*

Lunch 12:00 noon ✓ (departure 1:00 or 1:30 p.m.)

I told John I'd asked to have the safe delivered between 8 and 9 a.m. on the 19th. With a 9 o'clock starting time, we need to ask for earlier delivery to be sure that the safe is in place and the conference can begin on time. *(4:30)*

John says he'll have to let us know about who will pick up the room keys.

Edie

I called the above info to Lois the p.m. of 7 Mar. She has never heard of an astragal strip but will check into having it installed per Security's requirements. I also question the accuracy of my notes re the coffee break on 3/20 (shouldn't it be 10:30?)--will need to doublecheck at some point before the conference and let Lois know if a change from 10 a.m.

E.

ATTENDEES

STAT

1. D/L

2. DD/L

3. EO/L

4. ~~AEO/L~~

5. C/HOME

6. ~~C/SD~~

7. C/RECD

8. C/APD

9. ~~C/IMSS~~10. ~~C/B+FB~~11. ~~C/SS~~

12. C/PMS

13. ~~C/PATS~~

14. C/NBPO

STAT

15. [redacted]

16. C/PD

17. ~~IMSS~~18. ~~IMSS~~

Cancel per EO/OL 3-5-85

will not attend per [unclear], [unclear] 3-1-85

REG

NOT ATTENDING per EO/OL 3-8-85

Cancel per EO/OL 3-5-85

Cancel per EO/OL 3-5-85

Cancel per EO/OL 3-5-85

Cancel one in [unclear] per EO/OL 3-5-85

TOTAL ATTENDEES 11 or 12 ³⁻⁵⁻⁸⁵ 10 or 11 ³⁻⁸⁻⁸⁵3-5-85 Informed Lois Ireland (Sharon) and [redacted]
that attendees would be 11-12. Reserve rooms for 12.

STAT

Revised Cost

11 attendees

12 attendees

Room \$45/ea	495.00	548.00
Meals 943 plus/ea	473.00	516.00
Coffee/Buns 2 @ 1.50/ea	33.00	36.00
1 @ 1.10/ea	12.10	13.20
RECEPTION	10.00	10.00
Equipment	60.00	60.00
Change Locks	80.00	80.00
	<u>1163.10</u>	<u>1255.20</u>

241-13-83

- ☐ Finished intelligence.
- ☐ Preparatory work in direct support of finished intelligence.
- ☒ Administrative, regulatory, instructional, or other support item.
- ☐ Form (see box *) ☐ Other

CONTROL CHANNEL

CORRELATES WITH JOB NUMBER-

CONTROL NUMBER

SCHEDULED COMPLETION DATE

THIS DATE

25 February 1985

DATE WORK REQUIRED

12 March 1985

STAT
LEASE
INCLUDE
SAMPLE
WITH THIS
ORDER
STAT

REQUESTER

ORDERING OFFICE, STAFF, DIVISION BRANCH

IMSS/OL

FORM NUMBER

QUANTITY

ROOM NO. - BUILDING

LOGISTICS CONTROL NUMBER

NO COPIES REQD	FINISHED SIZE	NO ITEMS SENT P&PD	DISPOSITION OF ORIGINALS NEGATIVES OR MANUSCRIPT		DISTRIBUTION OF PRINTED MATERIAL	
25	9 1/2 x 11 1/2	26				
INCLUDING		MANUSCRIPT	X	RETURN TO REQUESTER	VIA MAIL & COURIER BRANCH	
NEGATIVES		POSITIVES		DESTROY	PER FINISHED INSTRUCTIONS OR DISTRIBUTION LIST	
CAMERA COPY		ORIGINAL ART		RETURN TO FILE (forms only)	X	CALL FOR PICK-UP

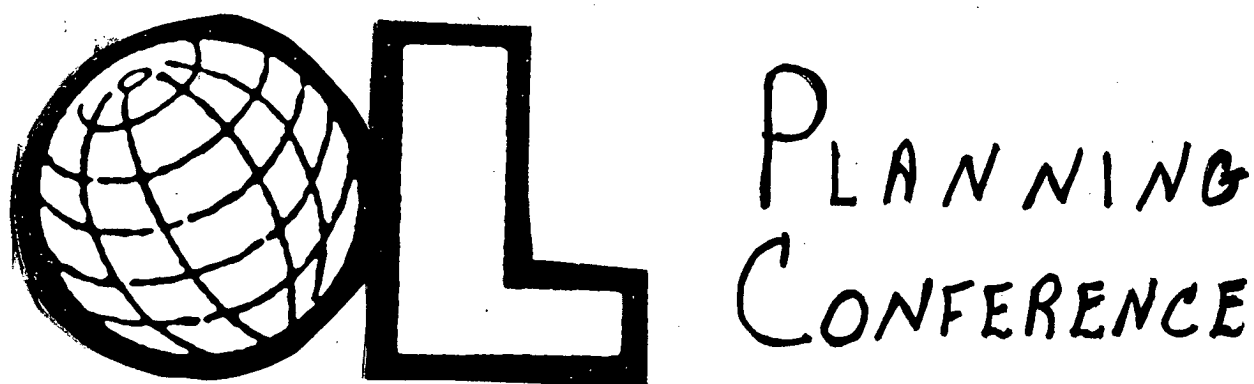
SPECIAL INSTRUCTIONS:

☐ Dylux Check Copy Required Before Printing

Please print the attached 25 folders with the Logistics Logo and lettering on the attached sample folder. Please use white lettering. The Print for "Planning Conference" should be bolder and larger than the other print. The Logistics Logo should also be large and bold.

ILLEGIB

COMPOSITION		FOR MAP & GRAPHIC USE				PRESS		X	BINDERY		X
<input type="checkbox"/> ETECS	<input type="checkbox"/> TYPESET <input type="checkbox"/> TYPESCRIPT <input type="checkbox"/> SCRIPT REEL NO. <input type="checkbox"/> EPIC ___ GALLEY PROOFS <input type="checkbox"/> ___ PAGE PROOFS <input type="checkbox"/>	IMAGE SIZE		X	T R I M	TOP	BOTTOM	ONE SIDE		ASSEMBLED	
REDUCE AB TO AC				LEFT		RIGHT	TWO SIDES		UNASSEMBLED		
SAME				HEAD TO HEAD		FASTENED					
OTHER				TUMBLEHEAD		PUNCHED					
PLATE NO.		COLOR		NUMBER	SCREEN NO.	PAPER		PADDED			
						KIND	COLOR	PERFORATED			
						INK					
						COLOR	NUMBER				
DELIVERY TICKET		JOB NO.		DELIVERY TICKET		JOB NO.		DELIVERY TICKET		JOB NO.	
NAME				NAME				NAME			
ROOM NO. & BLDG.		QUANTITY		ROOM NO. & BLDG.		QUANTITY		ROOM NO. & BLDG.		QUANTITY	



SHERATON-FREDERICKSBURG RESORT & CONFERENCE CENTER
FREDERICKSBURG, VA

MARCH 1985

Declassified in Part - Sanitized Copy Approved for Release 2013/03/04 :
CIA-RDP89-00087R000200200001-7

Office of Secrets



2 - 25-85

STAT

Plan Con

[Handwritten wavy line]

Declassified in Part - Sanitized Copy Approved for Release 2013/03/04 :
CIA-RDP89-00087R000200200001-7



OFFICE OF LOGISTICS

PLANNING CONFERENCE

SHERATON FREDERICKSBURG RESORT AND CONFERENCE CENTER
FREDERICKSBURG, VA

MARCH 1985

2-27-85 Lois Ireland 7-480-703-786-8321

- Cost to Change Locks for Lee Room and Muzak \$80.00
I asked her to verify w/ Debbie who stated there would be no cost.
- Block of Rooms We Will Have:
Don't know now but will provide before the Conference.
- Dress Code for Restaurants & Lounge? Not Really;
neat apparel, no jeans (Dress jeans OK) no cut offs
Casual Dress is acceptable.
- Copier Available if We need?
Limited; Can handle 25-30 copies .20/copy
- Phone in CR and # to call Debbie or Lois
Can provide a House phone.

STAT

STAT

OS

- Confirmed that OS intended for Sheraton to change locks not OS. Also stated \$80 is very reasonable.

- Stated Security Briefing was to be done by OL Security Staff and should emphasize hostile environment, Compromise Security discussions and immediately stop classified information; herit take to rooms.

Lorrie: Have cost of lock changing to Lorrie and told her to adjust
(not on meals and cab... she was seen?)